

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Changes in Construction After Awarding the Contract; Change Order	<u>Number</u> 601
Related Policy:	Changes in Construction After Award of Contract; Change Order – 6Hx20-6.001	<u>Page</u> Page 1 of 1

I. Purpose

To ensure that changes which affect the dollar amount, length of time for construction or significant design changes are properly reviewed and approved. (Ref: State Requirements for Educational Facilities, Chapter 4, Section 4.2)

II. Procedure

- A. The Board of Trustees authorizes the President to approve changes as outlined in Board Policy 6Hx20-6.001.
- B. Change orders implemented under this policy shall be brought to the Board of Trustees at its next regular meeting for full board approval.
- C. Change orders exceeding the funds as set forth in Board Policy 6Hx20-6.001 will be requested by the architect/engineer on change order form OEF 425, signed and sealed by the architect/engineer, then signed by the contractor and sent to the Director, Facilities Planning and Construction.
- D. The change orders will be presented to the Board of Trustees Facilities Committee and to the full board.
- E. The change may be implemented after board approval and appropriate encumbrance of funds by the College through a purchase order change order.

Responsible Official:	Director, Facilities Planning and Construction
President's Signature:	Date: 02/21/2017
	