

Change Order Prior Approval Criteria

Change Order Accumulative Dollar Amount	Prior Approval Needed/ Approval Level	Change Order Accumulative Dollar Amount	Prior Approval Needed/ Approval Level
1-500,000	NO	1,200,001-1,250,000	YES (D-OOC)
500,001-600,000	YES (D-OOC)	1,250,001-1,300,000	YES (D-OOC, DA)
600,001-700,000	YES (D-OOC)	1,300,001-1,400,000	YES (D-OOC)
700,001-750,000	YES (D-OOC)	1,400,001-1,500,000	YES (D-OOC)
750,001-800,000	YES (D-OOC,DA)	1,500,001-1,600,000	YES (D-OOC)
800,001-900,000	YES (D-OOC)	1,600,001-1,700,000	YES (D-OOC)
900,001-1,000,000	YES (D-OOC)	1,700,001-1,750,000	YES (D-OOC)
1,000,001-1,100,000	YES (D-OOC, DA) Admin. Memo	1,750,001-1,800,000	YES (D-OOC, DA)
1,100,001-1,200,000	YES (D-OOC)	1,800,001-1,900,000	YES (D-OOC)

*****All Negotiated Settlements require Prior Approval*****

1. Any Single Change Order amounting to \$500,000 or more requires a Prior Approval.
2. Any Change Order 10% or over and every Change Order after that, will require a Prior Approval.
3. Accumulated Change Orders over \$1,000,000 or 200 days and every succeeding \$1,000,000 increment requires an Administrator Memo.
4. Prior Approvals are not required if Change Order is covered by a previously approved Redline Revision (DA is reviewing all Redlines at this time). Copy of R/L with DA signature needs to accompany C.O.

(DA) = Deputy Administrator

(D-OOC) = Director - Office of Construction