

TITLE: Change Orders		Approved by: Auditor Civil Legal
		County Administrator Purchasing Agent
		Date Approved 7/21/11
Effective Date: 7/22/11	Commissioner's Court Date Approved: 7/21/11	Page No: 1 of 1

I. PURPOSE

To establish change order procedures.

II. SCOPE

This procedure applies to all change orders.

III. PROCEDURE

Change orders concerning quantity or price on orders whose total value is less than 25% shall be per a Purchase Order.

For all change orders, the following procedure shall be followed:

1. Written purchase requisition in the same manner as for the original request except that the words "Change Order" will be written at the top and a completed description of the change written in the body. The same approvals shall be required for each change order as were required for the original order. The original purchase order number shall be cited and the change orders shall be numbered sequentially (Change Order #1, #2, etc.). A separate Purchase Order will be issued for each change order.
2. All construction related change orders will 1st be approved by Commissioners Court.
3. All change orders which impact the total PO (original PO & change order(s) combined) exceeding \$14,999 will 1st be approved by Commissioners Court.