

Change Order Policy for Construction Projects

Unit: [Procurement Services](#)

Effective Date: 7/1/2011

Revision Date: 2/19/2018

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Purpose

The purpose of this policy is to provide a clear and concise process for implementing contract change orders for all construction projects administered through Financial Affairs.


Policy

No actual work will begin and no funds shall be expended until the Change Order Request Approval Form (CORAF) has been approved by the appropriate parties as defined in the [Change Order Procedures for Construction Projects](#). All executed CORAFs should be incorporated into a change order within 30 days of the completion of the work described in the CORAF in order to allow the Contractor and any subcontractors to bill for work performed.

Scope

These procedures apply to all Contractors, Architects/Engineers/Consultants, and UA Personnel.

Office of the Vice President of Financial Affairs

Signed:  2/19/2018
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