

CPFM Department: Business & Finance	SOP Number: CPFM-BF-1
	Effective Date: 5/5/2025
Title: Construction Project Change Order Approval Process	Revision Date: 5 years
	End Date: Indefinite
Signature: Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)	

POLICY: Construction Project Change Order Approval Process

PURPOSE: To provide the procedures for securing approval for a construction project change order.

PROCEDURE: Vendors submit change order requests to the respective Construction Manager (CM), Design Manager (DM), or Facilities Coordinator (FC). The CM/DM/FC reviews the request, including the detailed cost breakdown and related backup documentation, for accuracy. If there is missing information or inaccuracies, the request is returned to the vendor for revision and the review timeline is reset. The expectation is that the CM/DM/FC reviews and approves/disapproves change order requests **within 10 business days**.

Business & Finance (B&F) then reviews the request, including the detailed cost breakdown and related backup documentation, for compliance with university procurement and financial policies and to ensure that all required documentation is included. If B&F determines that corrections, additional information, or further backup documentation is needed from the vendor or their subcontractor(s), the request is returned to the vendor for revision and the review timeline is reset. The expectation is that B&F reviews and approves the change order request **within 5 business days**.

Once the request is reviewed by the CM/DM/FC and B&F, B&F creates a project financial summary, which details all changes and updates the projected project funds available once the change order is accepted. The CM/DM/FC includes the justification for change on this document. If there are not enough funds available in the project, a PRF upfund or explanation is required. Change orders cannot be routed for approval unless the funds are in the project account, or language is added to the project financial summary to explain why the project has not been upfunded. The expectation is that the CM/DM/FC and B&F complete the project financial summary **within 3 business days**.

B&F uploads the project financial summary, change order request, and related backup documentation to DocuSign for internal approval. The expectation is that B&F completes the uploads **within 1 business day**.

The Procurement Office then routes the DocuSign documents to the three required signatories, the initiating department's Assistant Vice President, Vice President of Campus Planning & Facilities Management, and General Counsel. If the change exceeds \$500,000, the Chief Financial Officer is added as a signatory. The expectation is that the document is signed by the required signatories **within 5 business days**.

Once the documents are signed by all three signatories, B&F processes the upfund associated with the change order. The expectation is that the upfund is processed **within 2 business days**.

Once the upfund is processed, the Procurement Office will release the approved change order to the vendor. The expectation is that the approved change order is released to the vendor **within 3 business days**.