

## **CHANGE ORDER PROCEDURES**

Change Proposals (any amount); Change Proposals are submitted by the Contractor to the Architect/Consultant for review and comment. The Architect/Consultant and Contractor in consultation with the PPBC review the Change Proposal for appropriateness and costs. An approved Change Proposal by the Pastor becomes a Change Order and authorizes the Contractor to proceed with the work; moreover, it either adds or deducts costs to the project budget. Changes Orders over \$20,000 to the Construction Budget must be forwarded to the Diocesan Finance Office with a copy to the DPBC. Any changes that affect the Worship space must be approved by the Office of Worship.