

JORDAN VALLEY WATER CONSERVANCY DISTRICT  
Engineering Standard Procedure  
Position to Sign Change Orders  
Modified August 18, 2009

1. The Person Directed to Sign Change Orders by the General Manager
  - a. For addition of scope and cost
    - i. Match the **highest single fund approval amount (MUNIS)** in the change order to the person's Fund Approval Authority identified by current policy:
      1. Engineering Department Manager - \$5,000
      2. Chief Engineer & Assistant General Managers - \$15,000
      3. Chief Procurement Officer & General Manager - \$50,000
  - b. For subtraction of scope and cost
    1. Engineering Department Manager
  - c. For addition of time
    - i. Match the **# of days multiplied by Liquidated Damages** identified in the contract to the person's Fund Approval Authority identified by current policy:
      1. Engineering Department Manager - \$5,000
      2. Chief Engineer & Assistant General Managers - \$15,000
      3. Chief Procurement Officer & General Manager - \$50,000
  - d. For subtraction of time
    1. Engineering Department Manager

This direction was given by Richard Bay, General Manager, in February 2010