

INTERNAL CHANGE ORDER

The following procedure will be implemented by the Purchasing Department for all transactions relating to internal change orders.

Board Policy 5013, Purchasing, states:

"Invoices in excess of previously approved purchase order amounts may be paid by the District Accounting Office without reapproval of the Board when the excess amount is under ten percent of the approved purchase order amount or is due to sales tax, transportation charges, demurrage charges or terms."

Excess amounts due to sales tax or demurrage charges shall be paid by the District Accounting Office without issuance of a change order by the Purchasing Department.

All other excess amounts require issuance of a change order. The regular change order form will be prepared by the originating department for amounts over ten percent of the approved purchase order amount.