

**SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES POLICIES**

**POLICY NO.** 7.02

**TITLE:** CONSTRUCTION CHANGE ORDERS AND FINAL PAYMENT

**LEGAL AUTHORITY:** FLORIDA STATUTES: 287.017, 1001.64, 1013.50  
FLORIDA ADMINISTRATIVE CODE 6A-2 (SREF)

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES

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To expedite the change order process and not delay construction in progress, the president may authorize change orders in the name of the Board which:

- Involve no change in cost;
- Involve a reduction in cost; or
- Involve an increase in cost up to the amount established for Florida Statute 287.017, Category Five.

Construction change orders shall be reported to the Board and entered into the official minutes.

Final payment for a Board awarded construction project shall not be made until:

- The project has been completed;
- An occupancy certificate has been issued; and
- The Board has accepted the project.

**HISTORY: Last Reviewed 11/12/19**

**Issued by District Board of Trustees:** 8/10/84

**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12, 11/12/19

**Revised:** 4/21/88, 9/29/98, 12/19/01