



- I. Purpose To provide additional guidelines in change order signature authority.
- II. Scope These guidelines apply to administrative change orders.
- III. Authority Pursuant to a June 11, 2003 Memo "Administrative Change Orders" as concurred by the County Administrator as provided for by the Procurement Code.

IV. Responsibility

A. The County Administrator has designated the Purchasing Manager or his designee to sign administrative change orders that approve extensions of delivery dates and performance time on contracts. Such administrative change orders include changes to the cost center/object codes, extensions in contract time and any other cases where there are no changes to the monetary amount.

B. When personnel are out of the office on County business or leave, the following guidelines shall be followed:

- 1. When the Purchasing Manager is absent, the Purchasing Supervisors are designated during such times to serve in his absence.

When the Purchasing Manager is out for an extended period of time on County business, leave, seminars, conferences, forums, classes, etc. then a memo Form OF0235 "Delegation of Signature Authority" (when the purchasing manager is out of the office) shall be prepared, signed by the Purchasing Manager and sent to the Administrator's office, to all Directors, Management Team and copy the Accounts Payable Supervisor, Clerk's Office.

- 2. When the Purchasing Manager is absent for short periods of time (usually less than a day) the Purchasing Supervisors shall be responsible for the respective sections, shall confer on overall departmental needs to assure responsive answers and decisions, and are specifically designated administrative change order signatory authority of the Purchasing Manager when such documents need to be signed before the return of the Purchasing Manager.

When the Purchasing Manager is going to be out of the office for an



extended period of time for County business, leave, conferences, forums, classes, etc. then a memo Form OF0245" Delegation of Signature Authority" (when the Purchasing Manager is out of the office) regarding the Purchasing Manager's specific delegation of designee signature authority for administrative change orders shall be prepared and distributed to the Administrator's office, to all Department Directors, Management Team and copy the Accounts Payable Supervisor, Clerk's Office. If guidance or assistance is required, then the Purchasing Supervisor shall seek assistance from the County Administrator.