



ADMINISTRATION & FINANCE
Office of the Vice President

UNIVERSITY *of*
NORTH FLORIDA

November 1, 2007

MEMORANDUM

TO: Zak Ovadia, Director
Facilities Planning

FROM: Shari A. Shuman, Vice President *SAS*
Administration and Finance

SUBJECT: Construction Change Orders

Effective this date, pursuant to the authority vested in my by the University President on November 1, 2007 to approve change orders on behalf of the University of North Florida Board of Trustees, I hereby further delegate said authority to you as the Director of Facilities Planning, provided that your approval authority shall not exceed (1) \$50,000 for any single change order in a construction project; (2) change orders which in the aggregate exceed 10% of the awarded construction price for any construction project the awarded price for which does not exceed \$5,000,000; (3) change orders which in the aggregate exceed 5% of the awarded construction price for any construction project the awarded price for which exceeds \$5,000,000.

This delegation shall remain in effect until revoked by me in writing and shall not be further delegated. Thank you for agreeing to accept this responsibility.