**Section 8.3035 Expenditure in Excess of Contract Price**

a) All change orders, proceed orders and modifications shall be in writing and contain the appropriate authorizations from the agency, user agency and CPO. Documentation shall include a thorough description of the work to be performed, the reason for the change, and any allocation of liability for the increased/decreased cost.

b) Only work that is germane to the original contract shall be added by change order, proceed order or modification. Proposed change orders, proceed orders or modifications that are determined by CDB to not be germane to the original contract shall be procured in accordance with the Code and this Part.

c) Vendors shall not perform any changed work prior to written authorization. Written authorization for a change order, proceed order or modification shall be signed and executed by all parties, including the CPO or the SPO, as appropriate, prior to vendor performance of any changed work. Vendors and CDB shall be required to provide written explanations regarding why changed work was commenced prior to authorization.

d) Notice of approved change orders, proceed orders and modifications shall be published in the Bulletin.

e) Change orders, amendments, proceed orders and modifications are subject to Section 5-30 of the Code.