

Board of Trustees Capital Contract Change Orders and Amendments – Reporting and Required Approvals

OVERVIEW

In May 2026, the Board of Trustees of the University of Illinois updated its policy on reporting and approval requirements for capital contract changes orders and amendments. System Capital Programs will continue to prepare required Board reports and advise on Board items; campus units should monitor cumulative changes and notify System Capital Programs before approval thresholds are reached.

THRESHOLDS AND CAMPUS CHECKPOINTS

Purchase/Change type	Initial Approval*	Change Order Approval Required [^]	Change Order Report [^]	Suggested Checkpoints
Individual Capital Projects	\$7.5M	N/A**	N/A**	
Group of Capital Projects	\$25.0M aggregate in a meeting cycle and any single is \$5.0M-\$7.5M	N/A**	N/A**	
Professional Services, Supplies, Equipment, and Non-professional Services	\$1.0M	Cumulative amendments >15% of original Board-approved contract; every subsequent accumulation of 10% in amendments (25%, 35%, etc.)	>5% but <15% of original Board-approved contract	Cumulative amendments to date exceed 10% of original Board-approved contract
Construction Contracts	\$5.0M	> \$5.0M in cumulative change orders; every subsequent accumulation of \$2.5M in change orders (\$7.5M, \$10.0M, etc.)	> \$1.0M but < \$5.0M in cumulative change orders	Cumulative change orders to date exceed \$4.0M
Design-build Projects	\$7.5M	N/A**	N/A**	

*Projects and contracts that do not initially reach approval thresholds but subsequently exceed limits require approval.

**Changes to capital project budgets resulting from change orders will be presented to the Board of Trustees via the "Approve Project Budget" action request, with context for change explained in Roll Call.

[^]If contract changes result in a higher-level board action (i.e. budget approval), it is not necessary to request a secondary action on contract change. Roll call content should describe the related contract change and why it necessitates a budget increase.