

## AUTHORIZATION OF VARIATION ORDERS IN A CONTRACT

The financial limits within which consultants may authorize variation works in a contract without prior referral to and written approval of the Campus Development Office (CDO) is given below as a guideline for observance:

Limit of Each Variation Works Amount  
Without CDO's Prior Endorsement

HK\$100,000.00

Cumulative Limit Above Which  
CDO's Prior Endorsement Must Be Sought

3% of total contract sum

Henceforth, consultants may authorize variation orders (VOs) of any amount per piece or in total without prior endorsement by the CDO subject to the limits specified above. For VOs with an amount exceeding HK\$100,000 or after their cumulative amount has reached the limit, formal prior endorsement/approval must be obtained from this Office before issuance.

\*\*\*\*\*