

Section VI: **Property and Construction**
Title: **Signatory Authority for Construction Contracts and Changes to Contracts**
Current Effective Date: **8/1/02**
Revision History:
Original Effective Date: **8/1/02**

Purpose

The purpose of this policy is to clarify the authority of the Division of Property and Construction to sign all capital improvement contracts for the North Carolina Department of Health and Human Services (NC DHHS).

Policy

The Division of Property and Construction is considered the "owner" for contractual purposes for all capital improvement contracts for the department. No construction may commence nor change order authorized without the signature of the director or his designee.

Implementation

When construction award letters are issued by the State Construction Office, it is the responsibility of the design firm to obtain the signature of the director of the Division of Property and Construction on the construction contract before work can commence. If the design firm believes a change order is needed during the course of a particular project, the designer must present the proposed change order to the director for his approval before any additional work can commence. No capital improvement funds may be expended from any contingency reserve without prior approval of the director.

Reference

DHHS Directive Number II-17 and G.S. 143 B-10; 122C-403(1) through (8); G. S. 160A-148

For questions or clarification on any of the information contained in this policy, please contact [Property and Construction](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).