|  |  |
| --- | --- |
| MC900434750[1] | Consultants prepare this form to authorize the contractor to perform and invoice for work that will increase or decrease the LOA (authorization) amount. It must be based on a CR (Change Request) and a CCN (Contemplated Change Notice).  Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.) Also delete any editing notes (select note, press Delete key.) |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date: | Select date |
| Project ID: | B0000A-0000 | CA #: | 123456 |
| Contract ID: | 123456 | CCN #: | 123456 |
| Contractor: | Contractor | LOA#: | 123456 |
|  |  | Reason Code: | Choose a reason code |
| Project Title: | PROJECT LOCATION AND BUILDING NAME and Contract Title | | |

|  |
| --- |
| TITLE: **Title** |

**The following is a description of the change:**

Description of work.

**Drawings/Sketches attached:**

* List drawings here, or enter “none”.

You (the Contractor) are hereby authorized to proceed with the above Work in accordance with the terms and conditions of the Contract between the Owner and the Contractor and also in accordance with the terms of the Original Letter of Authorization. All materials and workmanship shall conform to the requirements of the Contract Documents, unless otherwise stated herein.

The contract price is unchanged. The Authorization amount is hereby Select type of change. The Contract Time is hereby unchanged.

**Editing Note:** In the spreadsheet below, you need to supply 3 values: Original amount, Previously approved, and This Authorization. The other two are calculated by formulas. Previously approved CA’s = all changes already approved, up to and including the last CA prior to this one. Previously Revised LOA Amount = the original authorization plus previously approved CA’s.

Delete this editing note from the finished form. (Select note, press Delete key.)



**Edit Note: Consultants/Contractors** - If you do not know the names and titles of the approver(s), please remove the blue text for the ‘Name’ and ‘Title’ fields below before you print and sign this form. Delete this editing note from the finished form. (Highlight note, press Delete key **twice**.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Approvals |  | | |  |  |
| Recommended by: |  | | |  |  |
|  | Enter Consultant Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |

For approvals, refer to the [Expenditure Officer Authority Guidelines](https://intranet.infrastructure.alberta.ca/pcsd/fin/EO%20Guidance%20%20Infra%20New/Forms/AllItems.aspx).