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| MC900434750[1] | Consultants fill out this form. This is a written instruction to the Contractor that authorizes the Contractor to expend amounts, or to allow Subcontractors to expend amounts, against specified cash allowances included in the Contract Documents for which pricing has been received and accepted by the Owner. If the accepted pricing is above or below the cash allowance, the Contract Price or the subcontract price will be adjusted in accordance with the Contract.​  Delete this instruction before printing or saving the form. Right click, select Delete Cells, select Delete entire row, and click on OK. |

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| --- | --- | --- | --- |
|  |  | Date: | Select Date |
| Project T6itle: | Project Title |  |  |
| Location: | City, Province |  |  |
|  |  |  |  |
| Project ID: | B0000A-0000 | Proposal No.: | 000 |
| Contract ID: | 1234567 | Charge Order No.: | 0000 |
|  |  |  |  |
| Contractor: | Contractor Company Name and Address | | |

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| --- |
| THE FOLLOWING REQUIREMENTS SHALL BE SUPPLIED OR COMPLETED IN ACCORDANCE WITH THE ALLOWANCES SECTION OF THE SPECIFICATIONS: |
| Enter requirements |

Editing note: To edit in Excel, double-click table below. To complete edits, click outside the Excel spreadsheet. To **remove** this editing note, highlight and 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**.)

|  |  |  |  |  |  |
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| 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).