|  |  |
| --- | --- |
| MC900434750[1] | The Project Manager or Consultant fills this form the change in work is required to proceed without undue delay, or if an emergency change is required on a site. Please include an expenditure upset limit and a work description that describes the magnitude of the situation. The Project Manager or GOA designate will sign this form based on the [Expenditure Officer Signing Authority Guidelines](https://intranet.infrastructure.alberta.ca/pcsd/fin/EO%20Guidance%20%20Infra%20New/Forms/AllItems.aspx).  Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK). |

|  |  |  |
| --- | --- | --- |
|  | Date: | Select date |
|  | Project ID: | B0000A-0000 |
|  | Contract ID: | 123456 |
| Location:  City | Project:  PROJECT LOCATION AND BUILDING NAME | |
| To:  Contractor Name | | |
| **Editing Note**: Select the appropriate paragraph below and delete the other. If the change in work is required to proceed without undue delay, use the first paragraph. If this is an emergency change on a site, use the second paragraph.  In order to not delay the work, you are directed to proceed with the work as described below. Please refer to Request for Proposal #12345.  Your Proposal or estimated value of the work in the amount of $0.00 is acknowledged. It will be reviewed in accordance with the contract documents. Following agreement and approval of cost, a Change Order or Charge Order, as appropriate, will be issued.  Or  You are directed to proceed immediately with the following work on a time and material basis to an upset maximum of $ 0.00.  **Note:** All time and material records are to be signed on a daily basis by Name. | | |
| **Description of work:**  Enter description of work | | |

**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 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).