

TASK AUTHORISATION FORM	REFERENCE:
SYSTEM OR EQUIPMENT CONCERNED:	ORIGINATOR'S REFERENCE:
CONTRACTOR:	TASK NO:
CONTRACT NO:	ISSUE NO:

TASK AUTHORISATION FORM

TAF FORM /PART A, B, C, D, and E

PART A - (to be completed by originator)

- 1. **Originator:**
- 2. **Task Title:**
- 3. **Task Definition: (Define Task requirements and deliverables)**
- 4. **References/Source: (state reason for task)**
- 5. **Priority and Completion Date (if applicable):**

Date:		Originators Signature:	
--------------	--	-----------------------------------	--

TASK AUTHORISATION FORM	REFERENCE:
SYSTEM OR EQUIPMENT CONCERNED:	ORIGINATOR'S REFERENCE:
CONTRACTOR:	TASK NO:
CONTRACT NO:	ISSUE NO:

PART B - FIRM PRICE QUOTATION (to be completed by Contractor) All prices exclude VAT.

1. Cost Breakdown for work covered by this issue of TAF: (including overheads and profit)

	Number of Man Days	Man Day rate including G&A & Profit	Total (ex Vat)
Manpower (By Grade)			
Travel and subsistence			
Total (ex Vat)			

2. Firm Price Quotation for work covered by this issue of TAF: (including overheads and profit)

3. It is confirmed that no aspect of this task is already covered under this, or any other, Contract.

Date:		Signature:	
Position or Title:			

TASK AUTHORISATION FORM	REFERENCE:
SYSTEM OR EQUIPMENT CONCERNED:	ORIGINATOR'S REFERENCE:
CONTRACTOR:	TASK NO:
CONTRACT NO:	ISSUE NO:

PART C - APPROVAL (to be completed by SACC DT)

Approval is given for the addition of the Task proposed above to the Task List and work programme of the Contract, at the firm price of £.... and is recommended for acceptance by the Commercial and Finance Officer.

Date:		Signature:	
Position :	SACC DT Project Manager		

PRICE ACCEPTANCE (to be completed by the Commercial Officer)

The Commercial Officer hereby agrees the above Firm price of £.....

Date:		Signature:	
Position :	SACC Commercial Officer		

FINANCIAL ENDORSEMENT (to be completed by the Finance Officer)

The Finance Officer hereby authorises the above expenditure:

Date:		Signature:			
Position :	SACC DT Finance Officer				
BLB:	UIN:	LPC:	Vat Code:	RAC:	

TASK AUTHORISATION FORM	REFERENCE:
SYSTEM OR EQUIPMENT CONCERNED:	ORIGINATOR'S REFERENCE:
CONTRACTOR:	TASK NO:
CONTRACT NO:	ISSUE NO:

PART D - TASK COMPLETION REPORT (to be completed by Contractor)

1. **Report:** (continue overleaf if necessary)

2. **Final Cost:** (Not Applicable to Firm Price Tasks)

- a. Materials
- b. Labour
- c. Other (specify)
- d. Total
- e. Labour hours included in b. above
- f. Brief details of any significant items purchased to complete the task

3. **Completion date:**

Date:		Signature:	
Position or Title:			

PART E - TASK CLOSURE (SACC Project Manager)

TASK AUTHORISATION FORM	REFERENCE:
SYSTEM OR EQUIPMENT CONCERNED:	ORIGINATOR'S REFERENCE:
CONTRACTOR:	TASK NO:
CONTRACT NO:	ISSUE NO:

1. **Comments on final report:**

2. **Task completion** *agreed/* not agreed (* delete as appropriate)

Date:		Signature:	
Position :	Project Manager		