

**TASK AUTHORISATION FORM**

**PART 1**

**Request for Task**

The Authority/ Contractor (\*delete as appropriate) has a requirement for the following Task:

Task No:	Issue No:	Priority:	Date:
Date raised:		Originator:	
Task Title:			
Task Description:			

Completion required by date:



<p><b>Where spares are required as part of a tasking provide details to include, but not limited to, the following: NSN, IOTT part number, Category:</b></p>          <p><b>Provide Warranty details where applicable:</b></p>		
Completion Date:		
Name:	Position:	
Date:	Signature:	

**PART 3**

**Authorisation to proceed**

Approval to proceed with task: **[redacted]** against a firm price of: .....

**Project Manager Approval:**

Signature:.....Name:.....

Post Title:..... Date:.....

**Finance Officer Approval:**

Signature:.....Name:.....

Post Title:..... Date:.....

**Commercial Officer Approval:**

Signature:.....Name:.....

Post Title:..... Date:.....

**PART 4**

**Task Completion report (To be completed by the Contractor)**

Task: [redacted] is now considered to be complete. Any required evidence is also provided.

Signature .....Name:.....

Date.....Position in Company:.....

**PART 5**

**Confirmation of Task Completion (To be completed by the Authority's Project Manager)**

Signature .....Name:.....

Date.....Post title:.....

Upon signature of Part, the Contractor can submit claim for payment