

[redacted]

Appendix 1 to Annex L to Contract SACC/00018

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:			

[redacted]

Completion required by date

[redacted]

Part 2.

Provision of Quotation/Proposal (To be completed by Contractor)

Task Proposal:	
Breakdown of Cost:	

[redacted]

Completion Date		
Name:	Position:	
Date:	Signature:	

Part 3.

Authorisation to proceed

Approval to proceed with task: SACC/00018 TASK_____against a firm price of:

Project Manager's 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: SACC/00018 TASK_ ____ is now considered to be complete. Any required evidence is also provided.

Signature

.....Name:.....

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

Part 5.

Confirmation of Task Completion by the Authority's Project Manager

Signature

.....Name:.....

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

Upon signature of Part 5, the Contractor can submit claim for payment.