

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

## **TASK AUTHORISATION FORM**

### **PART A - (to be completed by Authority Project Manager)**

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

<b>Date:</b>		<b>Originators Signature:</b>	
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**PART B - FIRM PRICE QUOTATION (to be completed by Contractor)**

All prices shall exclude VAT.

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

**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.**

**4. Validity**

<b>Date:</b>		<b>Signature:</b>	
<b>Position or Title:</b>			

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**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 £ ..... Ex VAT and is recommended for acceptance by the Commercial and Finance Officer.

<b>Date:</b>		<b>Signature:</b>	
<b>Position :</b>	Project Manager		

**PRICE ACCEPTANCE** (to be completed by the Commercial Officer)

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

<b>Date:</b>		<b>Signature:</b>	
<b>Position:</b>	Commercial Officer		

**FINANCIAL ENDORSEMENT** (to be completed by the Finance Officer)

The Finance Officer hereby authorises the above expenditure:

<b>Date:</b>		<b>Signature:</b>			
<b>Position:</b>	Finance Officer				
<b>BLB:</b>	<b>UIN:</b>	<b>VAT:</b>	<b>RAC:</b>	<b>LPC:</b>	

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

1. **Report:** (continue overleaf if necessary)
2. **Comments:**
3. **Issues:**
4. **Completion date:**

<b>Date:</b>		<b>Signature:</b>	
<b>Position or Title:</b>			

**PART E - TASK CLOSURE** (SACC Project Manager)

1. **Comments on final report:**
2. **Task completion confirmation:**

<b>Date:</b>		<b>Signature:</b>	
<b>Position:</b>	Project Manager		