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| MC900434750[1] | Consultants prepare this form to authorize the contractor to perform and invoice for work that will increase or decrease the LOA (authorization) amount. It must be based on a CR (Change Request) and a CCN (Contemplated Change Notice).  This document has been approved to be signed [electronically](https://internal.infrastructure.alberta.ca/CSS/PSI/Project_Excellence/CI/eSignTemp/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx).  \*\*Embedded Excel Objects in this Template does not work in the Online version of the Word app (M365 or Office365). Please download the template file and update it using the desktop version of MS Word. \*\*  Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.) Also delete any editing notes (select note, press Delete key.) |

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| --- | --- | --- | --- |
|  |  | Date: | Select date |
| WBS Number: | P0000000-00 | CA No: | 123456 |
| Project ID: | B0000A-0000 | CCN No: | 1234567 |
| Contract ID: | 123456 | LOA No: | 12345 |
| Contractor: | Contractor Name / Contractor Company Name | Reason Code: | Choose a reason code |
|  |  | Reason Code: | Choose a reason code |
| Project Title: | **PROJECT LOCATION AND BUILDING NAME** and **Contract Title** | | |
| Title: | CA Reference | | |

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**The following is a description of the change:**

Description of work.

**Drawings/Sketches** Select**:**

* List drawings here, or enter “none”.

You (the Contractor) are hereby authorized to proceed with the above Work in accordance with the terms and conditions of the Contract between the Owner and the Contractor and also in accordance with the terms of the Original Letter of Authorization. All materials and workmanship shall conform to the requirements of the Contract Documents, unless otherwise stated herein.

The contract price is unchanged. The Authorization amount is hereby Select type of change. The Contract Time is hereby unchanged.

**Editing Note:** In the spreadsheet below, you need to supply 3 values: Original amount, Previously approved, and This Authorization. The other two are calculated by formulas. Previously approved CA’s = all changes already approved, up to and including the last CA prior to this one. Previously Revised LOA Amount = the original authorization plus previously approved CA’s.

Delete this editing note from the finished form. (Select note, press Delete key.)



**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.)

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| This document may be executed using a Province-approved electronic or digital signature platform or process. This document may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by e-mail in PDF shall constitute good delivery.  *Note: Where discrepancies exist between template instructions and the* [*approved list*](https://internal.infrastructure.alberta.ca/CSS/PSI/Project_Excellence/CI/eSignTemp/Shared%20Documents/Approved%20Templates%20List.xlsx)*, the approved list shall be taken as current.* | | |
| Recommendation | | |
|  |  |  |
| **Name**, Choose or Enter Title , **Company Name** |  | Date (mm-dd-yyyy) |
|  | | |
| Alberta Infrastructure Approvals | | |
|  |  |  |
| **Name**, **Select or enter a title** |  | Date (mm-dd-yyyy) |
|  |  |  |
| Name, Select or enter a title |  | Date (mm-dd-yyyy) |
|  |  |  |
| Name, Select or enter a title |  | Date (mm-dd-yyyy) |
|  |  |  |
| Name, Select or enter a title |  | Date (mm-dd-yyyy) |

For approvals, refer to the [Expenditure Officer Authority Guidelines](https://internal.infrastructure.alberta.ca/finance/FinancialServices/EOGuidance.aspx).