|  |  |
| --- | --- |
| MC900434750[1] | Consultants fill this form to authorize the contractor expend against the cash allowance. Standard process is for it to be based on a CARQ (Cash Allowance Request for Quotation). The business process flow is available [here](https://www.alberta.ca/system/files/custom_downloaded_images/tr-ca-cm-cash-allowance-process-flowchart.pdf).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 and other form controls 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.) |

|  |  |  |  |
| --- | --- | --- | --- |
| Project ID: | B0000A-0000 | Date: | Select date |
| Contract ID: | 123456 | CAA #: | 987654 |
| WBS Number: | P-000000000 | CA #: | 123456  |
| Contractor: | Name | LOA# | 123456  |
|  |  |
| Project Title: | PROJECT LOCATION AND BUILDING NAME and Contract Title |
|  |  |

|  |
| --- |
| TITLE: **Title** |

Description of work

**Drawings/Sketches attached:**

* List drawings here, or enter “none”

The above requirements shall be supplied or completed in accordance with the allowances section of the specifications.

The contract price and contract time are hereby unchanged.

**Editing note:** In the spreadsheet below, please supply the Original Allowance, Previous Expenditures, and This Authorization Amount. The other values are calculated by formulas. Double-click the spreadsheet to edit; click outside of it when done.



**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.* |
| Approvals |  |  |  |
| Recommended by: |  |  |  |
|  | Enter Consultant Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |

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