|  |  |
| --- | --- |
| MC900434750[1] | Consultants fill out this form. This is a written instruction to the Contractor that authorizes the Contractor to expend amounts, or to allow Subcontractors to expend amounts, against specified cash allowances included in the Contract Documents for which pricing has been received and accepted by the Owner. If the accepted pricing is above or below the cash allowance, the Contract Price or the Subcontract Price will be adjusted in accordance with the Contract.​ Consultant forwards the completed from to Infra team to add the Digital Signature blocks before any approvals starts.  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 or saving the form. Right click, select Delete Cells, select Delete entire row, and click on OK. |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date: | Select Date |
|  |  |  |  |
| WBS Number: | P-000000000 | Proposal No.: | 000 |
| Project ID: | B0000A-0000 | Charge Order No.: | 0000 |
| Contract ID: | 1234567 |  |  |
| Contractor: | **Contractor Company Name and Address** | | |
| Project Title: | Project location – building Name and Contract Title | | |
| Title | Charge Order Reference. | | |

|  |
| --- |
| THE FOLLOWING REQUIREMENTS SHALL BE SUPPLIED OR COMPLETED IN ACCORDANCE WITH THE ALLOWANCES SECTION OF THE SPECIFICATIONS: |
| Enter requirements |

**Editing note:** To edit in Excel, double-click table below. To complete edits, click outside the Excel spreadsheet. To **remove** this editing note, highlight and 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**.)

|  |  |  |
| --- | --- | --- |
| 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).