

# **APPENDIX I**

## **SAMPLE WORK ORDER AUTHORIZATION PAGE**

## **WORK ORDER AUTHORIZATION PAGE**

Contract No.: \_\_\_\_\_ Purchase Order No.: \_\_\_\_\_

Work Order No.: \_\_\_\_\_ Purchase Order Start Date: \_\_\_\_\_

Work Order Name: \_\_\_\_\_ Purchase Order End Date: \_\_\_\_\_

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Effective on the date of the Notice to Proceed accompanied by a fully executed Purchase Order, the CONTRACTOR is authorized to conduct work as detailed in the attached scope of work.

The purpose of Work Order No. \_\_\_\_\_ is to \_\_\_\_\_  
(state how much funding/time is provided and the general objective)

Changes in scope of work, cost, and/or time extension requests require a formal change order request. Refer to the Work Order Requirements, Paragraph 5, *Work Order Modifications* for instructions.

All terms and conditions of Contract No. \_\_\_\_\_ shall remain in full force and effect and shall take precedence over any attachments in the attached scope of work.

ATTEST:

CONTRACTOR:

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Title

COMMONWEALTH:

\_\_\_\_\_  
Project Manager Date