

APPENDIX H

**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: _____

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

Contract Administrator Date