CONTRACT WORK AUTHORIZATION REQUEST

North Dakota Department of Transportation, Environmental & Transportation Services

SFN 60723 (Rev. 01-2015)

Work Authorization Number	Date

PCN	Project Number		Contract Number	
Consultant			Telephone Number	
Address	City		State	ZIP Code
Authorization Group Number	☐ Less than $10,000 ☐ $10,000-$50,000 ☐ $50,000-$100,000 ☐ Greater than $100,000			
Original Contract Date	Type of Work			
Contract Total Maximum	Authorization Increase Requested	Contract Previously Authorized	Total Authorized Amount To Date $0.00	

A contract work authorization is required because:

1. Description of Work

2. Justification:

Detailed work activities, staffing, hours, fixed fee, expenses, and subconsultants attached: ☐ Yes ☐ No

Labor Cost Increase Requested	Indirect Rate %	Indirect Labor Cost	Total Labor Cost Requested
		$0.00	$0.00

Fixed Fee Rate %	Requested Total Labor x Fixed Fee Rate	Total Fixed Fee Amount Requested
	$0.00	$0.00

DIRECT EXPENSES	RATE	UNITS	COSTS
Meals			$0.00
Lodging			$0.00
Mileage			$0.00
Supplies			$0.00
GPS			$0.00
Miscellaneous			$0.00
			$0.00
			$0.00
		Sub Total	$0.00
*SUBCONSULTANTS			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Sub Total	$0.00
		TOTAL	$0.00

*Attach SFN 60233 Prime Consultant Request to Sublet. When adding subconsultants please coordinate with CAS to obtain indirect rate information.

Signature

Authorized Consultant	Date	Division/District Technical Representative ☐ Approval Recommended ☐ Approved	Date
Contract Administrator ☐ Approval Recommended ☐ Approved			Date
Office Director ☐ Approved			Date

FINAL APPROVAL SIGNATURE REQUIRED BY WORK AUTHORIZATION GROUP:

	GROUP	AUTHORIZATION APPROVAL LEVEL
1.	Less than $10,000	Designated Division or District Technical Representative
2.	Equal to $10,000-$50,000	Contract Administrator - Division or District Engineer
3.	Equal to $50,000-$100,000	Office Director
4.	Greater than $100,000	Office Director After Review with Deputy Director

NDDOT Distribution: Submit original copy to Environmental and Transportation Services, Consultant Administrative Services, one copy to Consultant, and project file.