|  |  |  |  |
| --- | --- | --- | --- |
| **Task Number** |  | **Task Name** |  |
| **Request Date** |  |
| **Contract Type** | Choose an item. |
| **Estimated Total Task Cost:**  |  |
| **Requested Firm:**  |  |
| **Justification of Requested Firm:**  |  |
| **Scope of Work Summary:**  |  |
| **Task Manager:**  |  |
| **Notes for Task Order Committee** |  |
| **Task Order Information** |
| **In Annual Plan:** |  | **If No, was task approved by Exec Dir. or Deputy?** |  | **Annual Plan Page Reference** |  | **Annual Plan Table Reference** |  |
| **Is this an Amendment to a previously issued Task Order?** |  | **Amendment #** |  | **Task PO Number and Line** |  |
| **Is this a change in Funding Allocation?** |  | **Is it Retroactive?** |  | **If yes, as of what date?** |  |
| **Is the task a geophysical survey and/or geotechnical investigation?\*** |  | **If yes, was the Sediment Mgmt Team contacted?** |  | **If yes, as of what date?** |  |
| \*Note: Data types include seismic, sidescan sonar, magnetometer, topo/bathy, core borings, CPT, vibracore, jet probe, grab sample, isopach, grain size, ADCP, and LISST data. |
| **Contract Amendment Information** |
| **Will this require a Contract Amendment** |  | **Contract Number** |  |
| **Original Amount** | **Amendments to Date** | **Total Adjusted Amount** | **This Amendment** | **Pending Total** |
|  |  |  |  |  |

Repeat the following table for each sub-task requested. For example, use the following table if you need to track

multiple line items or have multiple funding sources.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-Task Number** |  | **Sub-Task Name:**  |  |
| **Sub-Task Summary:**  |  |
| **Project Accounting Information** |
| **WBS element** | **Fund** | **Fund Title** | **Grant** | **Internal Order** | **G/L Account** | **Amount**  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please attach a copy of the Project Budget Expenditure and Commitment (PBEC) Report, with the date the report

was run, as verification of current available budget and funding.

|  |  |  |  |
| --- | --- | --- | --- |
| **PBEC Reviewed by Project Mgr**  | ***PM Name (Printed)*** | ***PM Signature*** | ***Date*** |