

DATE: CLICK TO ENTER DATE.

JOB NUMBER:

PROJECT MGR:

CHOOSE AN ITEM.

JOB NAME:

SUPERINTENDENT:

CHOOSE AN ITEM.

CONTRACT TYPE:

CHOOSE AN ITEM

RECOVERABLE?

CHOOSE AN ITEM.

SOURCE:

CHOOSE AN ITEM.

AMOUNT:

BILLABLE TO OWNER?

CHOOSE AN ITEM.

*****INSTRUCTIONS:** Project Managers will need to fill out the form electronically and forward to the appropriate party per info below for approval of the **budget adjustments**:

- Any invoice that is \$2,500.00 or less, please send to Company Officer in charge to approve.
- Any invoice over \$2,500.00, please send to VP of Finance who will seek approval by Owner/Principals.
- Once approved, this form must be forwarded with Change Orders. A Change Order will not be processed without this form and required approvals.

*****Explain in understandable detail why Chris-Tel Construction is being invoiced for this adjustment. Thank you.**

ADJUSTMENT APPROVAL

Project Manager Signature

Officer Signature Under 2.5K

Owner/Principal Approval Signature Over 2.5K
