

Project File No. _____

FINANCIAL REQUEST FOR VARIATION ORDER AND, IF NECESSARY, ADDITIONAL FUNDS

TO: REGIONAL MANAGER: (Attention: _____)

SERVICE: _____

CONTRACTOR: _____

AUTHORISED AMOUNT:	Contract Sum	R	_____
	Add: Authorised Additional Expenditure	R	_____
	Less: Authorised Omission	R	_____
	Total	R	_____

1. One copy of draft Variation Order No. _____ covering work detailed is attached for approval.

2. Including the above Variation Order(s) the financial particulars are at present reflected hereunder:

a.	Contract Sum		R	_____
b.	Less VAT		R	_____
		Balance	R	_____
c.	Less Variation Order(s) No(s) _____		R	_____
	excluding VAT previously approved			
		Balance	R	_____
d.	Plus Variation Order(s) No(s) _____ *		R	_____
	excluding VAT previously approved			
		Balance	R	_____
e.	* Plus / Less Variation Orders No(s) _____		R	_____
	excluding VAT still to be approved			
		Sub-Total	R	_____
f.	Plus VAT @ _____ %		R	_____
g.	Adjusted Contract Value as at date hereof:		R	_____

3. * Percentage of Variations above/below Contract Sum: _____ %

4. Balance / Shortfall amount on contract i.e. (a)-(g) or (g)-(a) R _____.

(a) * Funds are / are not available from Contract / authorised amount and the reasons for requiring additional funds are attached to this request for consideration of approval.

(b) Authority is sought in the sum of R _____ to increase the Contract / Authorised amount of R _____ to R _____, excluding CPAP.

PROJECT MANAGER_____
CONSULTANT ENGINEER /
QUANTITY SURVEYOR_____
DATE

5. If a Department of Works Project

Funds available / not available against Responsibility _____ Objective _____ Minor _____. In terms of Delegation _____, the additional amount of R _____ was authorised on _____.

RESPONSIBILITY MANAGER_____
DATE

6. If for a Client Department, the financial approval for the additional funds must be obtained/attached