**REQUEST FOR TASK ORDER**

Please select one of the options below:

**[ ]**  **NEW** Task Order Request *(Per Labor Compliance Department, LOR and ENV requests must include PWC100 Information form)*

**[ ]**  **REVISION** Task Order Request

|  |
| --- |
| **TASK ORDER DETAILS:** |
|  |  |
| **Contract No.:**  |       |  | **Task Order No.:**       |  | **REVISION No.:**     |
|  |
| **CONSULTANT:**  |       |
|  |
| **COLLEGE:**  |  |
|  |
| **Project Name:**  |       |
|  |
| **FINANCIAL ID:** |       |  | **PROJECT No.:**       |  | **gL No.:**       |
|  |
| **Effective DateS OF THIS TASK ORDER:** |       |  | **THROUGH:**       |

**SCOPE AND REFERENCES**

|  |
| --- |
| **sCOPE OF sERVICES:** |
|       |
|  |
| **list of reference documents/ proposal attached to this request:** |
|       |

|  |
| --- |
| **COMPENSATION SUMMARY:** |
|  |
| **BASIC sERVICES FEE:** | **$**      | **[ ]  fixed fee** | **[ ]  hourly fee** | **[ ]  unit-based** |

|  |  |  |
| --- | --- | --- |
| **Reimbursable(s)** *(if applicable)***:** | **$**      |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Amount of this REQUEST:** | **$0.00** | *(Right click, Update Total Field)* | **[ ]  Cost Event/Budget in place** |

|  |
| --- |
| **- ALL REQUESTS ARE PROCESSED WITHIN 5 TO 10 BUSINESS DAYS FROM THE DATE WORKFLOWED TO THE CONTRACTS DEPARTMENT-** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREPARED By:** |  |       |  |  |
|  |  | **NAME** |  |  |