



Thruway Authority

New York State Thruway Authority
 P.O. Box 189
 Albany, NY 12201-0189

AUTHORIZATION OF EXTRA WORK

Purpose: This form is completed by the Project Engineer to authorize the Contractor to perform extra work prior to order-on-contract approval in accordance with Section 104-02 of the NYS DOT Standard Specifications.

INSTRUCTIONS:

- *Project Engineer:* Complete Section I and forward form to Assistant Division Director for Engineering for approval.
- *Assistant Division Director for Engineering:* Upon authorization, forward completed form to Project Engineer.
- *Project Engineer:* Upon receipt, forward original form to Contractor and file a copy. In addition, a copy must also be forwarded to the Director of Office of Construction Management.

Section I Contract Information

Division	Contract TA No.	D No.	Date
Contract Description			
Project Engineer	Phone No. () -	Field Office Fax No. () -	
Contractor	FHWA share involvement? <input type="checkbox"/> Yes. If Yes, FHWA concurrence must be obtained. <input type="checkbox"/> No		
State or Municipal/Local share involvement? <input type="checkbox"/> Yes. If Yes, sufficient funding must be in place. <input type="checkbox"/> No	Original total Contract bid amount	Current Contract total	
Net increase due to this change	Significant change? <input type="checkbox"/> Yes <input type="checkbox"/> No	Bid Amount	Force Account Price

Description of proposed extra work (attach additional sheets, if necessary)

Item No.	Description	Original Quantity	Added Quantity	Unit of Measure	Unit Price	Additional Cost
Total						

Section II Authorization

<p>_____</p> <p style="text-align: center;">Assistant Division Director for Engineering Signature</p>	<p>_____</p> <p style="text-align: center;">Date</p>
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