

On-Call Agreement Name: \_\_\_\_\_  
 On-Call Agreement #: \_\_\_\_\_  
 Company Name: \_\_\_\_\_

<sup>1</sup> FA #	<sup>2</sup> Date Submitted	<sup>3</sup> Project Name	<sup>4</sup> Project Manager	<sup>5</sup> Allocated	<sup>6</sup> Closed By PM	<sup>7</sup> Total Paid	<sup>8</sup> Re-Allocated
<b>Total</b>				\$ -		\$ -	\$ -

Original Contract Amount	
Total Change In Service	
<b>Revised Contract Amount</b>	<b>\$0.00</b>
Total Allocated	\$0.00
Total Released PO Funds	\$0.00
Contract Balance	\$0.00

Instructions	
<b>This spreadsheet will be maintained by the Consultant and submitted with each Fund Allocation (FA).</b>	
1	The first Fund Allocation (FA) on each contract will be number 1. The next will be number 2, and then number 3, etc. If during the design, the Project Manager determines that additional funds are needed on an existing FA, then the Consultant will keep the same FA number, but add a .1 to the number. For example; for FA 1, any additional FA on the same project will be 1.1, 1.2, 1.3, etc. For FA 2, any additional FA on the same project will be 2.1, 2.2, 2.3, etc.
2	Use the date on the Fund Allocation Request Form next the "Requested By" signature block
3	Use the Project Name on the Fund Allocation Request Form
4	Use the City Project Manager on the Fund Allocation Request Form
5	Use the "Amount Requested" on the Fund Allocation Request Form
6	"Yes" Or "No" Only. The City PM will indicate if the FA is closed; the Consultant will check with the PM once the final payment is made on each FA
7	Use the amount from the Final Invoice
8	Re-Allocated = Allocated - Total Paid