

Project Number:

SECTION 1: SCHOOL DETAILS

School Name:

Project Title:

SECTION 2: QUOTE DETAILS

Three lowest quotes:

Contractor

Quote £

Are there any modifications to the quote?

Yes

No

Agreed quote after modifications:

Date works are due to start onsite:

Contract Period:

Weeks:

Months:

Final Documents (final invoices and Form CDBE/FC) expected on:

SECTION 3: FINANCIAL LIABILITIES

3.1 PROJECT COSTING

	DFC (100%)	Non-Grant Aided	Other	Total
A Building Work				
B VAT on A				
C Professional Fees				
D VAT on Fees (C)				
E FFF (inc. VAT)				
F Total Project Cost				

Other Funding Source:

SECTION 4: CERTIFICATION BY GOVERNING BODY

Following minuted approval by the governing body, this certification should be completed by the headteacher or a representative of the governing body.

I certify that:

- The Governors wish this project to proceed.
- The school trustees have been consulted and have given approval.
- The project will comply with all relevant statutory requirements.
- The Governors authorise the payment of all invoices up to the total project cost of:
- The governors accept a total liability of:
which will be funded from:

Signed on behalf of the Governing Body:

Signature:

Name:

Date:

Position:

Phone:

Email: