



T&M Office, MS 102
Infrastructure Management Group
Facilities Engineering Services Section
630.840.3714 (phone)
630.840.2213 (fax)

**TIME AND MATERIAL RELEASE ORDER CLOSE-OUT
AUTHORIZATION FORM**

Purchase Order # _____ Release # _____

has been completed as of _____ and should be **CLOSED**.
(date)

To reduce authorized cost to actual cost and close Task Order as
requested by _____ Task Manager.

**ATTENTION TASK MANAGER: ATTACH HAZARD ANALYSIS TO THIS
FORM. If the HAZARD ANALYSIS is not attached, Division/Safety officer
must sign & date below.**

Division/Section Safety Officer:

Date:

Time and Material Office Use Only

Labor: _____

Material: _____

Equipment: _____

Total: _____

Task Order final closed on: _____

Final Closed by: _____