



City of San Marcos On-Call Agreement Fund Allocation Request Form

¹Fund Allocation Number: _____

Instructions for Use: This Form will be used to “assign” or allocate services for project scopes to approved firms through the related Master On-Call Agreement. Assigned services may NOT begin until this form is completed (front and back) with all signatures and a Purchase Order is issued by COSM.

Company Name: _____ Project Name: _____

Company PM: _____ On-Call Agreement Name: _____

On-Call Agreement #: _____

This Fund Allocation Form authorizes the Consultant (Firm) to provide the services described below in accordance with the Master On-Call Professional Services Agreement between the Consultant (Firm) and the City of San Marcos.

PROJECT DESCRIPTION:

SCOPE OF BASIC SERVICES:

**This information must be completed prior to making the assignment/Fund Allocation:
*Fill out page 2 first for calculations.**

Original On-Call Agreement Amount:	\$
Change In Service (change order/amendments) to Date:	\$
Revised Agreement Amount:	\$
Previous Fund Allocations Amount:	\$
Released Purchase Order Funds:	\$
Amount of this Request:	\$
Funds Remaining on On-Call Agreement:	\$

Requested By _____ Date _____

Reviewed and Approved by:

City Project Manager _____ Date _____

Director _____ Date _____

Authorization to Proceed: Following receipt of COSM Purchase Order, the Consultant (Firm) is authorized to proceed with the Services described above.

****For Internal Use Only. To be filled out by PM****

Project	Fund	Phase	Amount

GL Account _____

rev 2/6/2020

Fund Allocation Backup

*Do Not Include This Request

On-Call Agreement Name: _____
 On-Call Agreement #: _____
 Company Name: _____

¹ FA #	Date Submitted	Project Name	Project Manager	Allocated	Closed By PM	Total Paid	Re-Allocated
Total				\$		\$	\$

Original Contract Amount	
Total Change In Service	
Revised Contract Amount	
Total Previously Allocated	
Total Released PO Funds	
Contract Balance	

Instructions	
This spreadsheet will be maintained by the Consultant and submitted with each Fund Allocation (FA).	
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 to 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