

## **Work Approval Form**

Mosaic Fertilizer, LLC requires that an authorized approval of the work performed on a Fixed Price basis be submitted with the invoice for payment. The completion of this Work Approval Form is the preferred method of documenting this approval.

- (NOTE: Work approval for Time and Material work (whether it is completed based on a T&M Not to Exceed Proposal or whether it is straight T&M work for those jobs under \$25,000) is accomplished by signing the time sheets associated with that particular project and attaching as back-up documentation with the invoice.)

The following Information is required:

Mosaic Purchase Order: \_\_\_\_\_ Contractor Invoice Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Name and Brief Description of Work Completed:

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I certify that the above work is complete (indicate milestones completed with appropriate milestone value or percent complete with value in the area below):

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Name of Person Completing this form and direct contact information (must be an employee or authorized representative of the Contractor that can certify that the work is complete):

Name (Sign): \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Contact Info: \_\_\_\_\_

Approval by authorized Mosaic employee or authorized representative that the work noted above is complete:

Name (Sign): \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Contact Info: \_\_\_\_\_

Please Check Yes or No:

\_\_\_ Yes \_\_\_ No - This work is 100% complete.

\_\_\_ Yes \_\_\_ No - This is the Final Invoice for this Project.

For questions about this form or it's appropriate use, contact the Buyer listed on the Purchase Order. A copy of this form is available at [www.mosaicco.com/Suppliers/](http://www.mosaicco.com/Suppliers/).