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様式１

工事打合せ簿

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| --- | --- | --- | --- |
| 発議者 | □発注者 □受注者 | 発議年月日 | 令和　　年　　月　　日 |
| 発議事項 | □指示 □協議 □通知 □報告 □提出□その他（） |
| 工事名 |  |
| （内容） |
| 第　回変更見込金額 | 円 | 変更見込金額(累計) | 円 |
| 処理・回答理・回答 | 発注者注者 | 上記について □指示 □承諾 □協議 □提出 □受理 します。□その他 別紙のとおり施工すること。年月日：　令和　　年　　月　　日 |
| 受注者注者 | 上記について □承諾 □協議 □提出 □報告 □受理 します。□その他年月日：令和　　年　　月　　日 |

承認区分は1.1.3による

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|  | 担当部副市長 | 担当部部長 | 担当部次長 | 総括監督職員 | 主任監督職員 | 監督職員 |  | 現場代理人 | 主任（監理）技術者 |  |
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　※承認欄は各部署の扱いに合わせること。（営繕課に監督依頼をしている場合は、担当課長を加えること。）

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