Construction Draw Tracking Form

Property Address:	Address	**Project Manager:**	Name
Notice to Proceed:	Date	**Estimated Completion:**	Date
Const. Mgr.	Construction Manager Name	**Contractor:**	Contractor Name

Instructions: Utilize this form to track contract status for active construction contracts. Utilize column B (contract amount) to track base bid, alternates selected, and change order adjustments. Utilize column C to track the amounts wired to the title company. Utilize column D to track amounts authorized for disbursement from the title company to the Contractor. Each time an entry is made, include the date that the change order/wire/draw was fully approved. When a final draw is completed, the totals for columns B, C, and D should match. For Draws, initial by the draw authorization to indicate your approval of the disbursement.

	Column A	Column B	Column C	Column D
Revision Date	**Description**	**Contract amount**	**Funds wired to title**	**Draw Authorized**