Buyout log

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

Scope	Cost code	Budget	Vendor	Committed	Buyout variance	Invoiced	Remaining committed	Status ▾

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/guides/committed-cost

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

Scope	Cost code	Budget	Vendor	Committed	Buyout variance	Invoiced	Remaining committed	Status ▾
Concrete	*03 30 00*	*$640,000*		*$612,000*	*$28,000*		*$612,000*	*Awarded*
Framing	*06 10 00*	*$780,000*		*$846,000*	*–$66,000*		*$846,000*	*Awarded*

How to fill it in

Options for the ▾ columns

- **Status:** Not bought out / Out to bid / Awarded / Contract signed