

VOUCHER INSTRUCTIONS

SHEET ONE OF TEN

- A. **Route** = Route number
County or City = County or City in which the project is located.
District = District in which the project is located.

- B. **Consultant's Estimate Voucher No.** = A sequential number starting with one (1).
From Commencement of work to = The last date of work which is covered by this voucher.
Date of Agreement = Date on which the agreement was entered into between the Consultant and the Department.

- C. The consultant's name, federal taxpayer identification number and address as shown in the agreement.

- D. **Project Numbers State and Federal** = Numbers as assigned by the Department.

- E. **Amount This Estimate** = The total amount which has been billed to the contract to date, including the current voucher.
Amount Last Voucher = The dollar amount which appeared in the "amount this estimate" on the previous voucher.
Increase = Subtract "amount last estimate" from "amount this estimate"

- F. **Project Limits From and To** = The beginning and end description of the project as noted in PPMS.

- G. **Description of Work** = The scope of work being performed by the consultant.

- H. **Maximum Compensation Payable** = The limiting fee as found in the agreement.
Net Fee = The total net fee as found in the agreement.

- I. **Amount This Estimate** = See item E above.

- J. **Less Retainage** = Total cumulative amount of retainage being withheld on the contract.

- K. **Net Amount of Estimate** = "Amount this estimate" less the "retainage".

- L. **Less Previous Payments** = The dollar amount which appeared in the "net amount of estimate" on the previous voucher.

- M. **Amount Due Consultant** = "Net Amount of Estimate" less "Previous Payments".

SHEET TWO OF TEN

Unbilled From ___to___ = Dollar values in this column are amounts being billed on current voucher.

Previously Billed = Dollar values in this column are carried forward from the "Total Billing" column from the previous voucher.

Total Billing = "Unbilled" column added to the "Previously Billed" column.

- N. **Salaried Costs** = Total Salaried cost plus net fee, as noted on line W of sheet 3 of 10.
- O. **Nonsalary Costs** = Total Nonsalary costs as noted on line Z of sheet 3 of 10.
- P. **Estimate Total** = Total of "Salaried Costs" (item N) plus "Nonsalary Costs" (item O)
- Q. **Total Retainages** = Retainages as note on line X of sheet 3 of 10.

SHEET THREE OF TEN

- R. **Basic Salaries Subject to P.R. Burden** = The salary figures of all personnel working on the project during the current billing period (approved rates X hours worked).
- S. **Payroll Burden Rate ___X Basic Salaries** = Basic salary figure multiplied by the approved payroll burden rate as noted in the agreement.
- T. **Overhead Rate ___x Basic Salaries** = Basic salary figure multiplied by the approved overhead rate as noted in the agreement.
- * **Adjustments (Attach Detail)** = May be used to report premium overtime and to adjust the overhead rate or errors in previous vouchers.
- U. **Total Salaried Costs** = Basic Salaries (item R) plus Payroll Burden (item S) plus Overhead (item T).
- V. **Net Fee (Not to exceed _____)** = Net fee as found in the agreement.
Attested Progress Schedule Reflects ___% Complete = The total percentage of work done to date on the project.
Current ___% X Net Fee = The percentage of work during the billing period multiplied by the net fee.
- W. **Total (Subject to Retainage)** = "Total Salaried Cost" (item U) plus "Current Amount of Net Fee" (item V).

- X. **Retainage** = 5% of the "Total (Subject to Retainage)" (item W). Retainage must be taken out until the project becomes over 50% complete.
- Y. **Nonsalary Costs** = Nonsalary costs should be separated into the appropriate category as noted.
- Z. **Total, Nonsalary Costs** = Total of all nonsalary costs.

SHEET FOUR OF TEN

AA. **Work Element Hours** (Sample L&D Form)

Actual = The amount of manhours used to date per element.

Budget = The amount of manhours agreed upon in the consultant's proposal.

SHEET FIVE OF TEN

- AB. **Salaried Cost** = A total of the salaried amount worked this period, showing each employee who worked during this voucher period, the amount of hours, multiplied by the hourly rate that was approved in the agreement, this should correspond to item R on sheet 3 of 10. A company may choose to submit their payroll sheets rather than this sheet.

SHEET SIX OF TEN

- AC. **Direct Expenses** = List the employee, the date on which the expense occurred and an explanation of the expense. The amounts entered in these columns should correspond to the amounts found under nonsalary costs on sheet 3 of 10. Meals and Lodging Should be totaled under Per-diem, and should be within the amount per person, per day, stated in the agreement. Personal auto should show the amount of miles multiplied by the rate as stated in the agreement.

SHEET SEVEN OF TEN

AD. **Direct Expenses**

Printing and Reproduction = Show number of sheets and materials as well as corresponding rates as stated in the agreement. This total should be carried forward on sheet 3 of 10 under Printing and Reproduction.

Materials and Supplies = Explain expense and type of material required. This total should be carried forward on sheet 3 of 10 under Materials and Supplies.

SHEET EIGHT OF TEN

AE. Direct Expenses

Telephone (Long Distance) = Show calls made, including dates and times as well as cost. This total should be carried forward on sheet 3 of 10 under Telephone (Long Distance).

Miscellaneous = Show any other costs incurred during the billing period. This total should be carried forward on sheet 3 of 10 under Other (Attach Detail).

SHEET NINE OF TEN

FISCAL DIVISION DISTRIBUTION OF CHARGES

To be used on all projects

Date = The date found on the voucher.

Voucher No. = Use the same number found in item B on sheet 1 of 10.

Vendor Name = Firm's name

Vendor Invoice No. = Firm's project number.

Due Date = LEAVE BLANK

Distribution = Use the project number which was assigned to the project by the Department. If the consultant's voucher is billing to more than one project under the same contract, each project must be listed separately and the billing must be noted accordingly.

Amount = This number should correspond to the "Estimate Total" (item P) on sheet 2 of 10.

Total = This number should correspond to the "Increase" (item E) on sheet 1 of 10.

SHEET TEN OF TEN

DBE/WBE Activity Report

DBE/WBE Codes:

B = Black

H = Hispanic

A = Asian American

F = Female

I = American Indian or Alaskan Native

O = Other Socially or Economically Disadvantaged

Date of Contract or Agreement = Date on which contract or agreement was entered into between the non-minority Contractor or Subcontractor and the DBE/WBE.

Dollar Value of Contract or Agreement = Dollar value of the DBE/WBE portion of the contract, if the contract is open ended, show the estimated dollar amount.

Allowable Credit of Contract or Agreement = Show the dollar value of the "allowable credit for participation" portion of the contract.

Figure 7a (Pg.13)

Cost this Month = Amount of current voucher that is to be paid to the DBE/WBE.

Allowable Credit = Portion of the "Cost this Month" that is considered "Allowable Credit".

Total Cost to Date = Total amount paid to date to the DBE/WBE under this contract.

Status Code

C = Complete

N = New

U = Update

Type of Work = Subcontractor; Materials Supplier; Services (such as) Hauling, Janitorial, Equipment leasing, Consultant, Other; (specify). Include a brief description. Example: subcontract (misc. concrete, landscaping); material supplier (steel, office supplies, curing compound); services (hauling, janitorial).

GEOTECHNICAL SCHEDULING

	MM	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
	DD	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	YY	91	92	92	92	92	92	92	92	92	92	92	92	92	93	93	93	93	93	93	93	93
LAYOUT AND ADMIN BORING PROGRAM																						
Develop Drilling Program																						
Select Bids from Proposed Drillers																						
Prepare & Submit Supp. Agree. No. 2																						
Department OK Survey/Access Coordin.																						
Determine Access/Rights of Entry																						
NOTICE TO PROCEED																						
CONDUCT DRILLING OPERATIONS (ROADWAY)																						
LAB TESTING																						
INCORPORATE SLOPE RECOMMENDATIONS																						
INCORPORATE ADD'L GEOTECH RECOMM.																						
PRELIMINARY GEOTECH REPORT																						
FINAL GEOTECH REPORT																						
FIELD INSPECTION																						
PUBLIC HEARING																						
SUBMIT A&W PLANS																						
I.D. STRUCTURE FOUNDATION PROGRAM																						
CONDUCT STRUCTURE TEST BORINGS																						
REPORT RESULTS																						
INCORPORATE INTO RETAINING WALL DESIGN																						

Figure 7b (Pg.2)

ESTIMATED PROJECT EXPENDITURES (BY CONSULTANT ONLY)

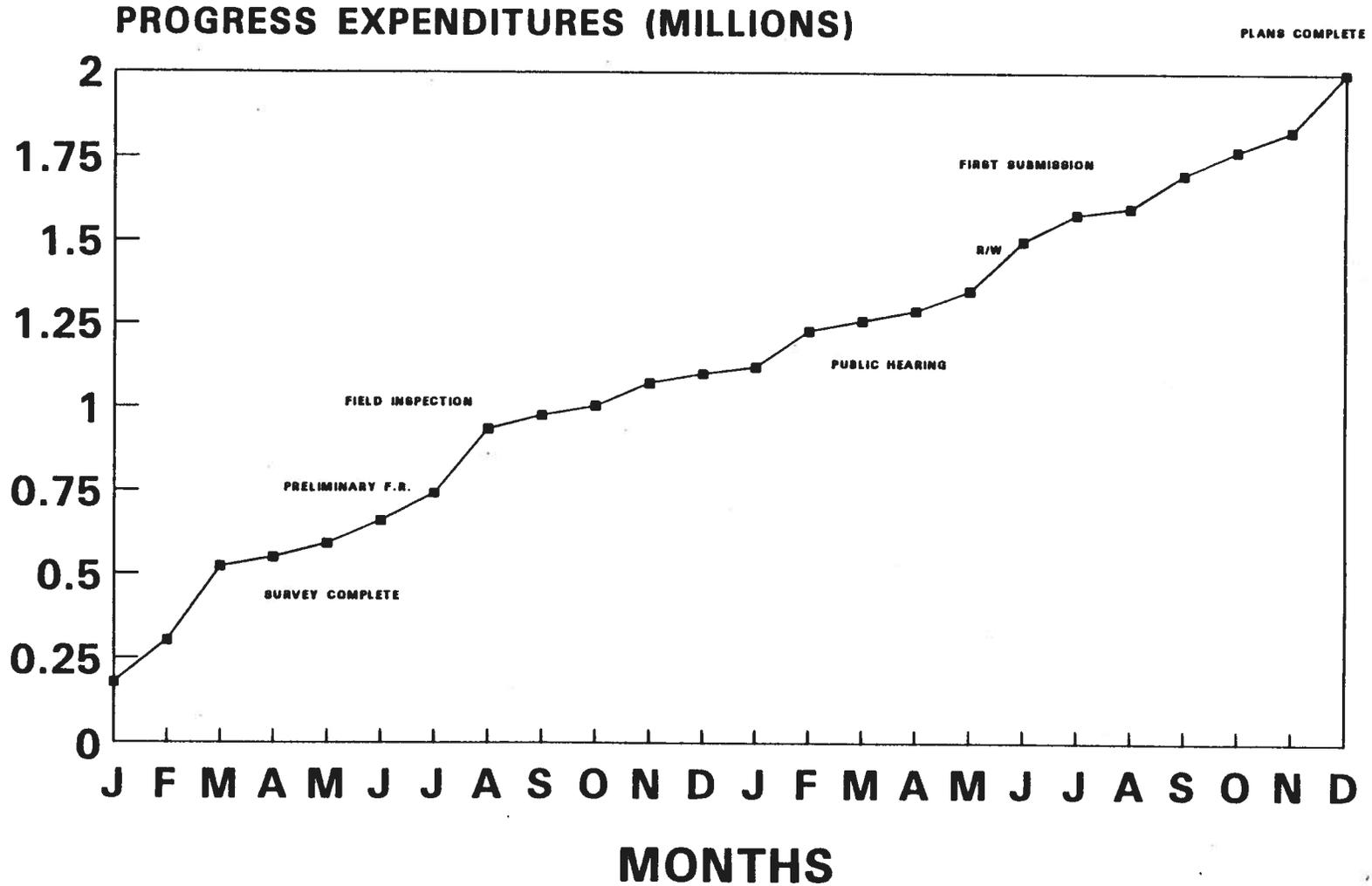


Figure 7b (Pg.3)