

**MATERIALS DIVISION
SCHEDULING AND CONTRACT DIVISION**



MEMORANDUM

GENERAL SUBJECT: Section 108.04 (f) Daily Summary Sheet	NUMBER: MD 281-06 CD-2006-3
SPECIFIC SUBJECT: Distribution of Daily Summary Sheet (Form TL-102A)	DATE: Nov. 15, 2006
DIRECTED TO: District Construction Engineers	SIGNATURE: Andrew Mergenmeier, PE W. Byron Coburn, Jr., PE <i>Signature on original copy of memorandum</i>

This revision details the changes regarding the distribution of the Daily Summary Sheet (form TL-102A) used for payment of tonnage for materials shipped to VDOT.

108.04 (f) Daily Summary Sheet (Form TL-102A)

(1) Weighperson is to furnish a Daily Summary Sheet (Form TL-102A) to each order and/or contract. One TL-102A will be issued for each lot of production shipped to the state projects and purchase orders. Multiple lots may be reported on the TL-102A if directed by the District Materials Engineer. The summary sheet is to contain all pertinent information, and is to be delivered to the person ~~taking up~~ *receiving* the weigh tickets at the project or work area by the end of the next working day, or ~~in accordance~~ *in accordance with the agreement made* with the Department's representative receiving the material. *The Daily Summary Sheet may be handwritten and delivered in person or electronically generated and e-mailed for acceptance of materials being shipped.*

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Chief Engineer

Residency Administrators

District Materials Engineers

Virginia Asphalt Association

Virginia Department of Minority Business Enterprise

Virginia Ready-Mixed Concrete Association

Federal Highway Administration

Virginia Transportation Construction Alliance

Precast Concrete Association of Virginia

Old Dominion Highway Contractors Association

American Concrete Paving Association NE Chapter, Southern Region