January 5, 2000

Memorandum 00-01

To: District Directors
    Toll Road Operations Engineer
    District Materials and Tests Engineers
    District Construction Engineers
    Area Engineers
    Project Engineers\Supervisors

From: Timothy D. Bertram, Chief
       Contracts and Construction Division

Subject: Tracking Purchase Order Amounts

Tracking purchase order amounts is a continuous source of problems within the department. It causes payment delays to the contractors and interest payments for the department. To assist in tracking the balance on purchase orders by project personnel a simple spreadsheet was developed in the Ft Wayne district that can help with this task.

This spreadsheet is located on the Y drive within the DIV.CONTRACTS&CONSTRUCTION folder, Constr Forms subfolder under the Estimate.xls (Y:\DIV.CONTRACTS&CONSTRUCTION\Constr Forms\Estimate.xls). There is also a Word document with instructions on its use within the same folder labeled Estimate Instructions.doc (Y:\DIV.CONTRACTS&CONSTRUCTION\Constr Forms\Estimate Instruction.doc).

To distribute this spreadsheet and instructions to the field offices, it should be copied to a diskette for each office.

The instruction should be opened first. These instructions will take the user through detail steps on use of the spreadsheet.

TDB:RLY:rl

cc: FHWA
    Materials and Test Division
    ICI
    APAI
    CEI