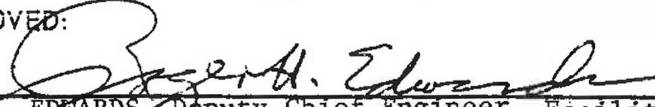


TO:  <b>SUPERSEDED BY EB 01-010 EFFECTIVE 2/6/01</b>	<h1>ENGINEERING INSTRUCTION</h1> <p>NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p>
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	SUBJECT:    REVIEW OF CONSULTANT'S REQUESTS FOR PAYMENT  Subject Code:    7.1-1
APPROVED:  R. H. EDWARDS, Deputy Chief Engineer, Facilities Design Div.	Code: <u>  EI 83-50  </u> Date: <u>  12-9-83  </u> Supersedes:

REVIEW OF CONSULTANT BILLINGS

It is the Department's intention to be reasonably accommodating in the processing of consultant's requests for payment.

Engineering personnel responsible for review and approval should not reject billings for minor errors. In most instances, the reviewer can process the voucher for payment as is, and instruct the consultant to make the necessary adjustments in the next submission. These instructions should be in writing, and describe the problem and the corrective action required. A copy of the letter to the consultant should be attached to each copy of the voucher forwarded for payment.

In the instance of minor omissions or errors that can easily be annotated on the voucher, the reviewer can elect to make the changes and forward the corrected billing for payment. A copy of the amended voucher should be sent to the consultant for use in preparing subsequent requests for payment. Corrections that would adjust the payment over that requested by the consultant cannot be made using this procedure and the method described in the previous paragraph should be used.

