
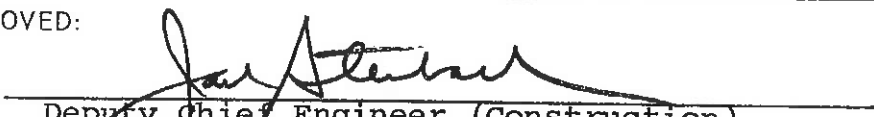


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TO: Director, Preliminary Plan Review Bureau	 ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u> EI 73-53 </u>
APPROVED:  Deputy Chief Engineer (Construction)	Date: <u> 7/26/73 </u> Supersedes:

To All Regional Directors

In order to simplify project documentation, all projects beginning with the August 9, 1973, letting will be maintained on a fiscal share basis only.

The Inspector's Daily Report will continue to be prepared as outlined by the MURK manual except that reference to engineering shares will be changed to fiscal shares. The Statement of Quantities Used, CONR 22, can be utilized to set up the project documentation rather than the current practice of using a CONR 20. Use of the CONR 22 will not change since it is maintained on a fiscal share basis.

The Monthly Estimate Book will be maintained on a fiscal share basis. Fiscal Share Books will replace the separate share books kept for each engineering share. The Final Summary Book will not change. The Final Estimate will be completed solely on a fiscal share basis. The C 165 or money sheet will be filled out on a combined total basis and on a fiscal share basis without reference to Engineering shares.

For projects currently underway, the Region should determine on a project to project basis if it is economically and administratively desirable to combine the existing engineering share books into fiscal share books. If time and manpower can be saved by combining the engineering share books into fiscal share books the Region may make the determination to do so. The Regional Construction Engineer should advise the Construction Subdivision of the current projects where the subsequent records are going to be maintained on a fiscal share basis.

JS:LG

PREL.	FINAL
PHOTOGRAM.	LANDSCAPE
RECEIVED	
FACILITIES DESIGN SUBDIVISION	
JUL 30 1973	
MALCOLM D. GRAHAM	
CIRC.	HARRIS
FILE	DESIGN