
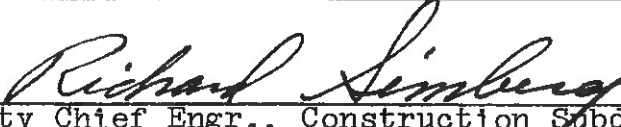


awfile

| | |
|--|---|
| TO: Director, Preliminary Plan Review Bureau SUPERSEDED BY EI 75-085 EFFECTIVE 12/9/1975 |  ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION SUBJECT: ORDERS ON CONTRACT NEW FORMAT Subject Code: 7.30 |
| Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special | Code: <u>EI 73-76</u> |
| APPROVED:  Asst. Deputy Chief Engr., Construction Subdivision | Date: <u>10/10/73</u> Supersedes: |

Attached is an Engineering Form Instruction detailing procedures to be used with revised Form CONR-7. Supplies of the new forms are in stock and should be immediately ordered by each Region. These new forms must be used for any orders on contracts affecting contracts with the new numeric specification numbers.

Utilization of both the old and new forms would cause inefficiencies and delay in the required computer processing. Therefore, as soon as the new forms are ordered and received, they shall be used on all ongoing and future contracts. (STOCKS OF OLD FORMS SHOULD NOT BE USED ONCE THE NEW FORMS ARE RECEIVED.)

In addition to accommodating the new specification numbers, a new column has been added entitled "PRIOR APPROVED QUANTITY." The item quantity to be entered in this column is the total of the original contract amount plus or minus any additions or deletions made in the item quantity prior to the submitted order.

Please note that it is no longer necessary to utilize orders on contracts to make quantity transfers from one engineering share to another. However, when quantities must be transferred from one fiscal share to another, an order on contract is still required.

RNS:LG
Attachment

| | |
|-------------------------------|-----------|
| PREL. | FINAL |
| PHOTOGRAM. | LANDSCAPE |
| RECEIVED | |
| FACILITIES DESIGN SUBDIVISION | |
| OCT 16 1973 | |
| MALCOLM D. GRAHAM | |
| CIRC. | HARRIS |
| FILE | DESIGN |