
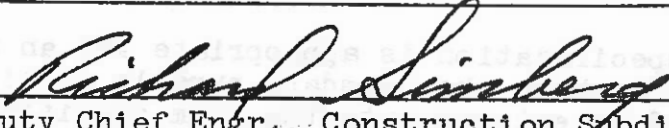


TO: SUPERSEDED BY EI 75-085 EFFECTIVE 12/9/1975	<div style="text-align: center;">  <h2 style="margin: 0;">ENGINEERING FORMS INSTRUCTION</h2> <p style="margin: 0;">NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p> </div> SUBJECT: ORDERS ON CONTRACT NEW FORMAT CONR-7 Subject Code 7.30-900-HC 175 (7/72)
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special APPROVED:  Asst. Deputy Chief Engr., Construction Subdivision	Code: <u>EFI 73-77</u> Date: <u>10/10/73</u> Supersedes:

The following itemizes necessary procedures for routing item specification numbers on Form CONR-7-1g(8-73) - The instructions should be read with reference to the attached examples.

1. Old DOT codes, except Traffic and Signal

These codes consist of one, two or three digits which may be followed by a non-numeric character and then more digits and/or characters.

- a. The first one to three numbers are to be recorded to the left of the dashed line.
- b. The following character(s), if any, will be recorded to the right of the line. Note that in all cases the character, if any, to the immediate right of the dashed line will be considered non-numeric.

2. Old Traffic and Signal Codes

These are all-numeric codes which are up to six digits in length. There is no decimal point. These will be recorded to the left of the dashed line, except if there are six digits, the rightmost digit will have to be recorded in the first position to the right of the line. Only one digit may be recorded to the right of the line.

3. New AASHO item specification codes. These codes are all-numeric and always contain a decimal point.

- a. The integer portion of the number (part to left of decimal point) is to be recorded on the left side of the vertical dashed line on the form. To avoid key punch error, no space should appear between the numbers and the vertical dashed line.
- b. The fractional part of the number (part to right of decimal point) is to be recorded on the right of the vertical dashed line with no spaces between line and numbers.

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c. The decimal point itself is not recorded on the form. The vertical dashed line takes its place.

4. Addition of new contract items on contracts utilizing the new AASHO item specification codes

- a. Review the data bank of appropriate "standard" specification items available from the data bank for appropriate specifications.
- b. If a "standard" specification is appropriate and an agreed price can be established, the standard numeric specification designation should be entered into the item specification number columns.
- c. If no "standard" item exists or the work must be performed by force account, identify the item as 950.01, 950.02, 950.03,..... etc.

RNS:LG
Attachments

TYPE CODE: B - BID PRICE; C - CHANGE OF PURCHASE; A - AGREED PRICE; F - FORCE ACCT. EST. PRICE; FA - FORCE ACCT. ACTUAL PRICE; OTHER CODE: C - CHANGE OF EXISTING ITEM; N - NEW ITEMS

D.O.T. CONTR. NO. _____ CONTRACTOR _____

PURSUANT TO THE DETERMINATION OF THE COMMISSIONER OF TRANSPORTATION TO ALTER THE ABOVE IDENTIFIED CONTRACT, THE CONTRACTOR IS HEREBY ORDERED AND DIRECTED TO PERFORM THE FOLLOWING WORK AND TO FURNISH THE NECESSARY MATERIALS AND EQUIPMENT, IN ACCORDANCE WITH THE SPECIFICATIONS THEREFOR. (SUBD. 9, SEC. 38, HWY. LAW).

PAGE _____ OF _____ (LAST)

SEQ. NO.	ITEM SPEC. NO.	AMOUNT	UNIT	CHANGE IN QUANTITY	IF DEC.	UNIT PRICE	CHANGE IN FUNDS (\$)	
							INCREASE	DECREASE
0030	21		CY	1000		1.00	1000.00	
0060	7X		LF	1000		1.00	1000.00	
0100	9V4		LF	5		3.00	15.00	
0140	13-8		LF	2		15.00	30.00	
0150	13-10		LF	7		17.00	119.00	
0210	45 SP		Ton	100		13.00	1300.00	
0990	965431		ea	2		1500.00	3000.00	
0991	21X2		KS	100%		9000.00	9000.00	
TOTALS							\$	\$
REVISED CONT. TOTAL							\$	\$

CC#	CONTRACT #	SUP. AG #	AMEND #	ORDER #	REV. COMPL. DATE	REV. CONTR. AMOUNT	CONTRACT OBLIGATION CHANGE DATA (FOR M.O. USE ONLY)
34							

A&C TR CODE	APPROPRIATION TITLE	CC#	F.S.#	SH#	PART.#	ALLOT.#	DOT ALLOT. CODE	DEPT. DIV.	FUND	YEAR BILL NO.	PROG LINE	MO. SEG	CH	OB	AMOUNT OBLIGATED	A&C D/C	NET CHANGE

FEDERAL HIGHWAY ADMINISTRATION (SUBJECT TO FINAL AUDIT)

ASST. DEPUTY CHIEF ENGINEER FOR COMMISSIONER OF TRANSPORTATION

REGIONAL CONSTRUCTION ENGINEER

ENGINEER IN CHARGE

ORDERED BY

APPROVED BY

FEDERAL HIGHWAY ADMINISTRATION (SUBJECT TO FINAL AUDIT)

FUNDS CERTIFIED AVAILABLE BY _____

NYS DOT AUDITS AND ACCOUNTS BUREAU _____

APPROVED DEPT. OF AUDIT AND CONTROL _____

