


TO: SUPERSEDED BY EB 96-027 EFFECTIVE 6/18/1996	ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	SUBJECT: DIRECT MAILING OF PROGRESS ESTIMATES Subject Code: 7.30
APPROVED:  _____ DEPUTY CHIEF ENGINEER (CONSTRUCTION SUBDIVISION)	Code: <u> EI 75-51 </u> Date: <u> August 5, 1975 </u> Supersedes:

The purpose of this Engineering Instruction is to reduce the time required to transmit Progress Estimates from the Engineer-in-Charge to the Contracts Payment Sub-Unit, and return the updated CONR 22 - Statement of Quantities Used, to the EIC.

Under the present processing system, the updated CONR 22 package contains a stamped, pre-addressed envelope, provided for the EIC to mail the next Progress Estimate directly to the Contracts Payment Sub-Unit in the Main Office. Some Regions, however, require their EIC's to send Progress Estimates to the Regional Office for review, after which they are forwarded to the Main Office. After Main Office processing, the updated CONR 22 package is returned to the Region where it is remailed to the EIC in the field. As a result of these unnecessary processing steps, engineers in charge of contracts paying semi-monthly estimates frequently receive their CONR-22 package too late to permit timely processing of the next estimate.

In order to eliminate these delays, all EIC's must use the pre-addressed envelopes to forward progress estimates directly to the Contract Payment Sub-Unit in the Main Office. In addition, the EIC will include in the Main Office estimate package, a 10" x 13" project-addressed envelope which will be used to return the 4 updated copies of the CONR 22 directly to the EIC. In order to facilitate filing by the Contract Payment Sub-Unit, this return envelope must be identified with the job stamp and the Comptroller's Contract Number.

The EIC should mail the Region's copy of the Progress Estimate at the same time that he mails the original to the Main Office. This will allow the Region sufficient time to review the CONR 22 and to correct any errors which may be discovered prior to its being processed through the computer for payment.

This procedure is one of the features of the new Highway Contract Accounting System which will reduce the total estimate processing time and is effective immediately.