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TO: MODIFIED BY EI 79-016 EFFECTIVE 4/25/1979; EI 79-043 Director, EFFECTIVE 10/26/1979 Preliminary Plan Review Bureau  <b>SUPERSEDED BY EI 95-007</b> <b>EFFECTIVE 1/23/1995</b>	<h2 style="text-align: center;">ENGINEERING INSTRUCTION</h2> <p style="text-align: center;">NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p> <p style="text-align: center;">SUBJECT: PARTIAL PAYMENTS FOR STORED MATERIALS          DEPUTY CHIEF ENGINEER APPROVAL</p> <p style="text-align: center;">Subject Code: 7.30</p>
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 75-91</u>
APPROVED:  <u>J. Sternbach, Deputy Chief Engineer (Construction)</u>	Date: <u>12/12/75</u> Supersedes:

I. Official Order No. 775 and Addenda 1, 2 and 3 to the 1973 Specifications provide for payment, upon application by the contractor, for the cost of acceptable stored materials, prior to incorporation of such materials into the work. The purpose of this Instruction is to establish uniform procedures for obtaining Deputy Chief Engineer approval for partial payment requests.

II. OBTAINING DEPUTY CHIEF ENGINEER APPROVAL

A contractor who wishes to receive payment for materials which qualify under the provisions of Official Order No. 775, and Addenda nos. 1,2 or 3 to the 1973 Specifications, makes his request in writing to the Regional Director. The contractor's request must contain the following information.

- Item specification number and material description.
- Documentation to support a "material in short supply," when partial payment is requested on that basis.
- Proposed storage location.

Upon the Region's determination, that the material is eligible for partial payment, and that the proposed storage site will permit proper inspection and monitoring, the Regional Construction Engineer (for the Regional Director) submits his recommendation and request for partial payment approval to the Deputy Chief Engineer (see attachment #1). If this material is claimed to be in short supply, the substantiating documentation must be attached. Invoices, acceptances, property releases and waivers are not required at this time and should not be forwarded to the Deputy Chief Engineer with the approval request.

When a proposed off-site storage location is outside the Region, making it impractical for Regional personnel to verify and monitor the stored materials, note this in the "Remarks" section of the approval request, and provide the following additional information:

- Location and Description of the proposed site.
- Justification for its use.

The Deputy Chief Engineer will determine whether stockpile inspection and monitoring by another Region is practical, and initiate the necessary arrangements prior to approving the request.

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The approved partial payment request will be returned to the Regional Office with copies forwarded to the Contract Payment Unit and the Department of Audit & Control. It is the responsibility of the Region to insure that all provisions of Official Order No. 775 and Addenda 1,2 or 3 of the 1973 Specifications regarding ownership, storage and acceptability of the materials have been met prior to making any payments.

MEMORANDUM  
DEPARTMENT OF TRANSPORTATION

DATE

SUBJECT

REQUEST FOR PARTIAL PAYMENT ON STORED MATERIALS

CONTRACT \_\_\_\_\_ D- \_\_\_\_\_ PIN \_\_\_\_\_

COUNTY \_\_\_\_\_

FROM

\_\_\_\_\_, Region \_\_\_\_\_ Construction Engineer

TO

Deputy Chief Engineer, Construction Subdivision

\_\_\_\_\_, the contractor on the subject project, has requested partial payment for the following materials:

Item Specification Number \_\_\_\_\_

Material Description

( ) This material is in short supply (documentation attached)

Material to be stored:

( ) At the site of the work

( ) On private property at a location approved by the Regional Director (release and waiver to be obtained).

Remarks:

Approval of the above materials for partial payment is recommended. It is understood that no payment will be made until all requirements of Official Order 775 and Addenda 1,2 or 3 of the 1973 Specifications have been fulfilled.

RECOMMENDED BY \_\_\_\_\_ 19

APPROVED BY \_\_\_\_\_ 19