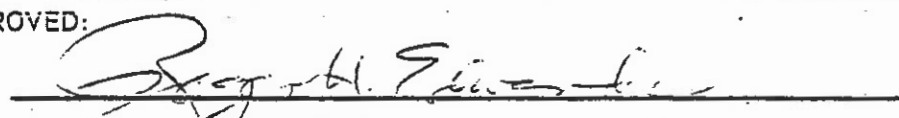


Kearney²

TO: SUPERSEDED BY EB 00-009 EFFECTIVE 1/24/2000	<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: Personal Service Reporting Procedures - Quitclaim Mapping</p> <p style="text-align: center;">Subject Code: 7.25-1</p>
Distribution: <input type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 78-46</u> Date: <u>7/28/78</u> Supersedes:
APPROVED: 	

The PIN A-146-00-701 has been incorrectly used to charge time spent preparing quitclaim maps. This project number was created to cover only the State-Wide Inventory of Surplus Real Property. It's misuse has sometimes deprived Federal accounts of their rightful share of rebate money. Therefore, this PIN has been removed from the computer files and we will use the following procedure for charging quitclaim work:

1. For ROW purchased under projects having PIN's (regardless of whether the project has been closed out or not) charge time to the original PIN using the appropriate function codes. If the project has been closed out, the charge will show up on the error analysis report from the computer. Regional personnel will note on the printout that this was a proper charge for quitclaim mapping from the original project and The Accounting and Fiscal Services Bureau will then process the charge by hand to the correct account.
2. For ROW purchased under projects before the PIN system, charge time to this project number: A-100-00-701. The computer has been set up to print out an error listing when this PIN is used and the Regional personnel should note on their reply that this is a legitimate quitclaim charge and identify the project by SH number and/or Contract number. As in Case 1 above, the Accounting and Fiscal Services Bureau will take care of the rest of the processing.

Admittedly, this deliberate triggering of error messages is a bit unorthodox but given the relatively infrequent need for quitclaim work, this is the simplest way of dealing with the problem.

RHE:JRL:EL