



ALABAMA DEPARTMENT OF TRANSPORTATION

Bureau of County Transportation

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Robert Bentley
Governor

John R. Cooper
Transportation Director


September 28, 2015

MEMORANDUM FY 2015-10

TO: County Engineers

CC: Region Engineers and Region County Transportation Engineers

FROM:


D.E. (Ed) Phillips, Jr., State County Transportation Engineer

REFERENCE: Invoice numbers on SACP 3-A-2 Forms

To be in compliance with the new State of Alabama Accounting and Resource System (STAARS), the State Comptroller's Office will be requiring invoice numbers and invoice dates on all payments. Additionally, invoice numbers and invoice dates will be required on all forms internally generated by DOT and cannot be handwritten on the forms. This includes the SACP 3-A-2 Form, Estimate of Work Performed and Expenditures.

Contractor payments should use the following for the invoice numbers:

- For County Transportation projects, payments to counties should use the two-digit county number, four-digit federal id number, three-digit agreement number, and two-digit estimate number. For example, estimate #1 for STPNU-5514(250) in Pike County would be 555514250-01.
- For Innovative Program projects, payments to counties should use the two-digit county number, five-digit federal id number, three-digit agreement number, and two-digit estimate number. For example, estimate #3 for ACNU59576-ATRP(006) in Russell County would be 5759576006-03.

A copy of this new SACP 3-A-2 Form can be found on the County Transportation internet page.

Please feel free to contact Michael Hora at 334-242-6517 should you have any questions or comments concerning this matter.

DEP/dep
Attachment

Cc: Mr. Ed Austin, P.E., State Innovative Programs Engineer
Pc: File

ALABAMA DEPARTMENT OF TRANSPORTATION

_____ of _____ County
 Governing Board

ESTIMATE OF WORK PERFORMED AND EXPENDITURES

Location: _____ Project Number: _____

For Period as Listed From: _____ to _____ Estimate No.: _____
 Invoice Date _____ Invoice No. _____

Description of Work	Unit	Unit	This Month		To Date	
		Price	Quantity	Amount	Quantity	Amount
Total Construction Cost						
Less % Retainage						
Sub Total						
Plus Eng. & Insp.	Previous	Current	To Date			
Preliminary Engineering						
Construction Engineering						
Total Eng. & Insp.						
Total Construction & Engineering Cost						
Less Previous Payment(s)						
Less Deduction(s)						
Net Amount of Current Participation						
Amount Claimed (% Current Cost)						

I certify this estimate to be correct, due and unpaid.

We hereby accept this estimate as being correct, due and unpaid.

 Authorized County Official

Approved: _____
 Region Engineer

STATE OF ALABAMA County of _____
 Sworn and Subscribed to before me this _____ day of _____
 20____.

Final Estimate Only

Approved: _____
 Chief, Bureau of County Aid

 Notary of Public