

January 5, 2000

**Memorandum 00-01**

To: District Directors Toll Road Operations Engineer  
District Materials and Tests Engineers District Construction Engineers  
Area Engineers Project Engineers\Supervisors

From: Timothy D. Bertram, Chief Timothy D. Bertram  
Contracts and Construction Division

Subject: Tracking Purchase Order Amounts

Tracking purchase order amounts is a continuous source of problems within the department. It causes payment delays to the contractors and interest payments for the department. To assist in tracking the balance on purchase orders by project personnel a simple spreadsheet was developed in the Ft Wayne district that can help with this task.

This spreadsheet is located on the Y drive within the **DIV.CONTRACTS&CONSTRUCTION** folder, **Constr Forms** subfolder under the **Estimate.xls (Y:\DIV.CONTRACTS&CONSTRUCTION\Constr Forms\Estimate.xls)**. There is also a Word document with instructions on its use within the same folder labeled **Estimate Instructions.doc (Y:\DIV.CONTRACTS&CONSTRUCTION\Constr Forms\Estimate Instruction.doc)**. To distribute this spreadsheet and instructions to the field offices, it should be copied to a diskette for each office.

The instruction should be opened first. These instructions will take the user through detail steps on use of the spreadsheet.

TDB:RLY:rly

cc: FHWA  
Materials and Test Division  
ICI  
APAI  
CEI