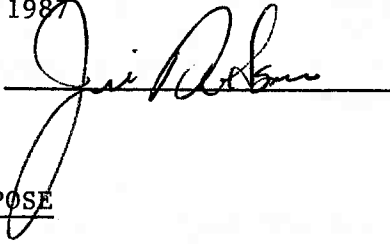


STATE OF NEVADA - DEPARTMENT OF TRANSPORTATION

July 15, 1987

TP 1-5-11

Approved



Maintenance Stockpile Manufactured  
From Highway Contracts

1. PURPOSE

To establish a policy for recording maintenance stockpile materials manufactured from Highway Contracts.

2. POLICY

It is the policy of the Department to account for maintenance stockpile materials manufactured with highway contracts in a standard manner to accurately record these acquisitions and reflect them in the district budgets.

3. SCOPE

This TP is applicable to Maintenance Districts or Subdistricts and is limited to maintenance stockpile materials manufactured from Highway Contracts. It does not apply to materials purchased by the districts or subdistricts, materials manufactured by the districts or subdistricts or Contract over-run materials abandoned by others.

4. RESPONSIBILITY

- a. The Accounting Division is responsible for:
  - (1) Initiating and revising this TP.
  - (2) Transferring budget amounts upon request.
- b. The Maintenance Engineer is responsible for:
  - (1) Initiating Adjustment Memos (form 060-009) to transfer the cost of materials to the Districts.
  - (2) Requesting that the Accounting Division make the necessary Budget transfer to the District.
- c. The District Engineer is responsible for:
  - (1) Maintaining stockpile records as set forth in TP 1-5-5.
- d. The Construction Engineer is responsible for insuring all backup documents become part of the final contract record.

5. DEFINITIONS

Maintenance Materials -

Materials such as cinders, aggregate (sand, gravel, plant-mix aggregates) premix or chips.

Highway Contract -

Construction contract that has been bid, awarded to a contractor and assigned a sequential 4-digit number, or a project which is completed by state forces that is assigned a sequential 4-digit number.

6. PROCEDURES

- a. Upon completion of the contract, the District Engineer will review the final report and:
  1. Notify Headquarters Maintenance as described in the Construction Manual that the contract is completed and the stockpile adjustment should be initiated.
  2. Insure that quantities are recorded in the District Stockpile Records.
- b. The Maintenance Engineer will send an adjustment memorandum and a request to revise the applicable budgets to the Accounting Division for processing. Copies will be sent to the District Engineer.