



ROBERT BENTLEY
GOVERNOR

ALABAMA
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION BUREAU
1409 COLISEUM BOULEVARD, G-101
MONTGOMERY, ALABAMA 36110
PHONE (334) 242-6216
FAX (334) 264-3727



JOHN R. COOPER
TRANSPORTATION DIRECTOR

January 23, 2015

Construction Information Memorandum No. 1-2015

TO: Region Engineers & Area Operations Engineers

ATTN: Area Construction Engineers & Area County Transportation Engineers

FROM: Curtis W. Vincent, P.E. 
State Construction Engineer

RE: Form 3 Project Voucher Payable

Attached is the revised Form 3 Project Voucher Payable Form, which has been updated to account for the Department's organizational change to the region structure. As part of this change, Mr. John Lorentson, Deputy Director for Operations, has allowed for the choice of the *Approved*: signature that was formerly reserved for the Division Engineer. Now, the Region Engineer or the Area Operations Engineer can sign depending on the Region Engineer's preference.

There are several other form changes that account for current business practices and titles. One of those is changing the *Resident-Project Engineer* signature to simply *Project Manager* since the Project Manager is the one preparing the quantities and generating the estimate.

These changes will be reflected in future updates of the Construction Manual. In the meantime, this CIM supersedes any affected sections of the manual.

An Excel version of the form that includes calculations in the *Amount* columns will be available for downloading from the Construction Bureau's intranet and internet pages.

Please forward this to your office staff and project managers. Should you have questions, please contact this office.

CWV/WJP/wjp

Attachment

pc: Mr. John Lorentson

Mr. Bill Flowers

Alabama Road Builders Association

Alabama Asphalt Pavement Association

Alabama Bridge Builders Association

File

ALABAMA DEPARTMENT OF TRANSPORTATION

Sheet _____ of _____

FORM 3 Rev 1/15

PROJECT VOUCHER PAYABLE

Area _____ District _____ County _____

In a/c with _____
Contractor

_____ Address

_____ Project Description

Estimate No.	_____
Project No.	_____
Code No.	_____

Work Performed from _____ to _____

DESCRIPTION OF WORK	UNIT	UNIT PRICE	THIS MONTH		TO DATE	
			QUANTITY	AMOUNT	QUANTITY	AMOUNT
				\$0.00		\$0.00
TOTALS				\$0.00		\$0.00
LESS % WITHHELD						
LESS PREVIOUS PAYMENT						\$0.00
LESS DEDUCTIONS						
AMOUNT PAYABLE THIS VOUCHER				\$0.00		\$0.00

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

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

Approved: _____
Region or Area Operations Engineer

Contractor's Authorized Representative
STATE OF ALABAMA County of _____
Sworn and subscribed to before me this _____ day of _____
2015.

Project Manager

Notary Public