

CCLM Administrative/Accounting Forms

31.21 & 31.22 Three Part-Contractor's Invoice Form & Invoice Supporting Documentation Forms:

These forms should be used for the Rest Area Maintenance Custodial Care and Landscape Maintenance billing. For specific information on how to complete these forms, please see Section 20.1 of this manual.

31.24 Extra Work/Facilities Maintenance Form: The "Extra Work Identification Sheet" must be sent to DSPN with the invoice that contains the Extra Work costs. For more information on what constitutes "extra work," please see Section 20.1 of this manual.

31.25 Equipment Acquisition Information Form: This form is used when requesting equipment costing over \$1,500 and is not budgeted for--prior to purchasing the equipment.

31.26 Cost Analysis: This form can be used for drafting Rest Area and Roadside Sites budgetary costs.