

MTA LIBRARY

ADMINISTRATION

POLICY AND PROCEDURE MANUAL

May, 1990

TRANSIT SYSTEMS DEVELOPMENT

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CLERICAL/ADMINISTRATION PROCEDURES

1.0 CORRESPONDENCE

This procedure describes the tasks related to correspondence including preparation/format, distribution, and signature/approval. Outgoing correspondence, depending on subject, content and/or addressee, may be signed by the General Manager (GM), the Assistant General Manager (AGM), or by section staff. Incoming correspondence is initially received in the mail room and processed by the Document Control Center (DCC) staff.

1.1 EXTERNAL CORRESPONDENCE FOR GM'S SIGNATURE

Correspondence requiring the GM's signature is processed through the AGM's office. Correspondence is prepared on the GM's letterhead according to the following procedures:

FORMAT/PREPARATION

- o Correspondence submitted for signature of the GM is to be presented in final form (not in draft form, requiring editing). Letters should be grammatically correct and proportionately centered on the page with no strike-overs, obvious corrections or smudges. The letter style should be modified block (sample attachment 1).
- o All letters should be submitted undated. After the GM approves, the original will be date stamped.
- o The inside address is typed flush with the left margin. The vertical position on the page depends upon the length of the letter. The date stamp is placed two to four spaces below letterhead and the inside address is started three or four spaces below the space for date stamp.
- o The Subject line is typed flush with the left margin, two spaces below inside address.
- o If an attention or reference line is used, it should be placed flush with the left margin, two spaces below the inside address.
- o The complimentary close (Sincerely) is type two spaces below the last line of the letter.
- o The signature line is typed four (minimum) or five (maximum) spaces below the complimentary close. Since the GM's title is printed on the stationary itself, only his name need be shown at the signature line.
- o When a letter contains an enclosure or attachment, the word Enclosure or Attachment should be typed flush with the left margin, one or two spaces below the signature line.
- o The carbon copy (cc:) should be typed flush with the left margin, two spaces below the enclosure notation (or the signature line, if there is no enclosure).

- o The identification line indicates who dictated/authored the letter and the typist. These initials and bcc's should not appear on the original, or on any copies mailed outside the District. The GM's copies (yellow and white) should display the initials of the author and typist, and bcc's.
- o If a document runs two or more pages, the additional pages are typed on plain white bond paper with the same margins as the first page. The heading should start 1 1/4 inches from the top of the page and flush with the left margin. Subsequent page headings are typed as follows:

Mr. Richard Smith
Page Two
- o Leave a minimum of two spaces, or more if desired, between the heading and the text. The number of spaces between the second-or-more page heading and the text on subsequent pages should be consistent.

Upon finalization the following copies are needed:

One yellow copy of letter only, stamp with originator-initial stamp, obtain originators and/or Directors initials.

One white copy of letter (without originator stamp) and attachments (GM's file copies).

Forward to the AGM's office in signature folder as follows:

SIGNATURE FOLDER

- o Use a manila folder for the signature folder. Attach a route slip to the front cover of the folder. It should indicate the originating department and any special instructions.
- o The inner right side of the folder should include (from top to bottom):
 - Plain onion skin tissue paper placed over the original letter for ink protection, etc.
 - Original letter
 - Attachment or enclosure
 - Note: Use two paper clips to fasten the material on the inner right side of the signature folder.
- o The inner left side of the folder should include (from top to bottom):
 - General Manager's yellow chron (originator-initial stamp affixed in the upper-right corner.
 - All backup material (i.e. justification or reason for letter) is placed directly under yellow chron copy.

The GM's white file copy with attachments are placed under the backup material.

Note: Use two paper clips to fasten the material on the inner left side of the signature folder.

Upon AGM's approval the AGM's senior secretary will forward to the GM's office for signature as follows:

Record in the "GM's Correspondence Log Book".

Make and retain one copy of original letter only (not attachments) for log book.

Attach new route slip to manilla folder with instructions to "return to AGM-TSD for processing" (a rush tag is never used).

Deliver to GM's office.

Upon approval the GM's office will return original letter, attachments, and justification for distribution. Record as received in log book, discard log book copy and distribute as follows:

Make all necessary cc's and bcc's including one for DCC, one for GM's correspondence file in Administration and one for originator.

Any backup material and/or justification can be returned to originator.

Correspondence requiring five or more cc's and/or lengthy attachments will be returned to originating section after GM's signature for mailing and distribution. This section must make all necessary copies and distribute as stated above.

When the same letter is sent to several addresses (i.e. mass mailings, carbon copies for the GM's file of each letter need not be submitted. However, a list of the addresses should be attached to the yellow chron copy.

1.2 INTERNAL MEMORANDUM FOR GM'S SIGNATURE

Internal correspondence (sample attachment 2) requiring the GM's signature is processed through the AGM's office. This correspondence is submitted in final form according to the same procedures as submitting external correspondence with one exception:

In-house memos must be dated

1.3 EXTERNAL CORRESPONDENCE FOR AGM'S SIGNATURE

The format for the correspondence prepared for the AGM's signature should be prepared and forwarded consistent with the procedures for the GM's correspondence as described above with these exceptions:

Prepared on AGM's letterhead

All letters are submitted **dated**

The AGM's office will make all cc's and bcc's (including DCC and original copies) and mail correspondence. However, if addressed envelopes are not included for original and/or cc's requiring external envelopes, the package will be returned to originating department to make all necessary cc's and bcc's (including DCC and AGM's copy) and mail.

Additionally, correspondence requiring five or more cc's and/or lengthy attachments will be returned to originating section after GM's signature for mailing and distribution. This section must make all necessary copies and distribute as stated above.

1.4 INTERNAL CORRESPONDENCE FOR AGM'S SIGNATURE

Internal correspondence for AGM's signature is submitted for signature in final form following the same procedures as for external correspondence.

1.5 EXTERNAL CORRESPONDENCE ISSUED AT THE SECTION

The format for correspondence prepared at each section should be consistent with the procedures for GM and AGM correspondence as described above. AGM must receive a copy of all outgoing correspondence in addition to:

- CCU Receives two copies (one copy with originator stamp without attachments, and one copy of original with attachments) Put in CCU (Correspondence Control Unit) box in mail room.
- GM Receives one copy of all correspondence except correspondence addressed to consultants (PDCD, MRTC, etc). The GM's copy should be appropriately marked, and submitted to the AGM's senior secretary. This secretary puts all correspondence for the GM in an Acco Press folder (reading file) and forwards to GM every Friday.

1.6 INCOMING CORRESPONDENCE

Incoming correspondence is initially received in the 6th floor mailroom and processed by the DCC Staff. The DCC mail processing includes: date stamp all copies of correspondence; assign DAN Numbers, and distribute to recipients. For sections, mail is placed in section baskets located in the mail room. Each section is responsible for picking up their mail in the mailroom. DCC staff delivers mail to annex D (for staff located in annex D, E and F) and to the 5th floor Contracts, three times a day.

2.0 PURCHASE REQUISITIONS

Purchase requisitions (PO) (sample attachment 3) are initiated within each section and processed by Administration for approval/signature. Administration is responsible for assigning requisition numbers and routing the requisitions through the approval cycle.

Purchase requisitions require the following approvals:

Items \$50 to \$5,000

Department Head
AGM (requisitions for construction contracts)

Support Services (all except construction contracts)
OMB

Items \$5,000 but less than \$25,000

Department Head
AGM
OMB
Purchasing Panel
Accounting

Items over \$25,000 but less than \$199,000

Same as above, plus
General Counsel
General Manager

Items over \$199,000

Same as above, plus
Board of Directors

Section staff requesting a requisition number will provide Administration with the following information:

Vendor/Supplier Name
Commodity
Estimated Amount of Purchase
Requestor's Name
Department Head Name

Administration maintains a requisition log for tracking requisitions and assigning requisition numbers. Two separate logs are maintained: one for requisitions pertaining to construction contracts; and another log for all other requisitions.

The requisition number is a 3-digit number preceding year-department. When completing the requisition form, the requisition number should appear as follows:

0-8100-NNN.

The grant number is always CA-03-0130. The Account and AFE number fields should be left blank. A requisition justification form (sample attachment 4) must accompany the requisition form. After completion of the appropriate forms, obtain originator and/or Directors signature and forward to Administration for processing. The routing sequence for processing requisitions is as follows:

2.1 PURCHASE REQUISITIONS-CONSTRUCTION CONTRACTS

Copy of Change Order must be included with purchase requisition if applicable.

1. Administration
2. Program Control (Cost)
3. Administration

4. Assistant General Manager TSD
5. Administration
Note: Before sending to OMB, stamp requisition with "TSD Cleared"
6. OMB
Note: Attach note to call Admin. for pick-up
7. Administration
8. Legal (over \$25,000)
Note: Attach note to call Admin. for pick-up
9. Administration
10. General Manager (over \$25,000)
Note: Attach note to call Admin for pick up
11. Administration
Note: Make copy for PO file
12. Contract Administration

2.2 PURCHASE REQUISITIONS-COMPUTER EQUIPMENT

PO must have a "Computer Hardware & Software Justification " form (sample attachment 5) for PC Systems approval.

1. Administration
2. Program Control (Systems)
3. Administration
4. Program Control (Cost)
5. Administration
6. Support Services Coordinator (under \$5,000)
Assistant General Manager (over \$5,000)
7. Administration
Note: Before sending to OMB, stamp requisition with "TSD Cleared"
8. OMB
Note: Attach note to call Admin. for pick-up.
9. Administration
Note: Make copy of req. before sending
10. MIS
Note: Attach note to call Admin. for pick-up
11. Administration
Note: Make copy for PO file
12. Accounting (Attention: Allen Yeh)
Note: Attach note to call Admin. for pick-up
13. Administration
14. OCPM - CMF (Attention: Office Supervisor)

2.3 PURCHASE REQUISITIONS - FURNITURE

1. Administration
2. Program Control (Cost)
3. Administration
4. Support Services Coordinator (under \$5,000)
Assistant General Manager (over \$5,000)
5. Administration
Note: Before sending to OMB, stamp requisition with "TSD Cleared"
6. OMB
Note: Attach note to call Admin. for pick-up
7. Administration

- 8.. Accounting (Attention: Allen Yeh)
Note: Attach note to call Admin. for pick-up
9. Administration
Note: Make copy for PO file
10. Bus Facilities (Attention: Tobi Allen)
Note: Attach note to call Admin. for pick-up
11. Administration
12. OCPM - CMF (Attention: Office Supervisor)

PURCHASE REQUISITIONS - ALL OTHERS

1. Administration
2. Program Control (Cost)
3. Administration
4. Support Services Coordinator (under \$5,000)
Assistant General Manager (over \$5,000)
5. Administration
Note: Before sending to OMB, stamp requisition with "TSD Cleared"
6. OMB
7. Administration
Note: Make copy for PO file before sending
8. Accounting (Attention: Allen Yeh)
Note: Attach note to call Admin. for pick-up
9. OCPM - CMF (Attention: Office Supervisor)

3.0 INVOICE PROCESSING

Invoices are generally received by SCRTD Accounts Payable department. The accounting department vouchers (numerical stamp) the invoice, attaches the appropriate transmittal slip and submits to TSD Administration for processing. **Invoices mailed directly to any section within TSD should be sent directly to Accounting for above process.** The secretary in Administration maintains a log book for the routing of all invoices.

3.1 CONTRACT INVOICES/PROGRESS PAYMENTS

Contract invoices/progress payments are invoices received in Administration for signature approval for all contracts (construction, design, legal, etc.). The routing sequence for contract invoices is as follows:

1. Administration
2. Program Control - Cost
3. Director (responsible for services as indicated on the invoice)
4. Contracts - Keep a copy of all except yellow signature sheet.
5. AGM
6. Administration - Makes a copy of yellow signature sheet for contracts.
7. Accounts Payable

Administration will follow-up on invoice/progress payment if it has not completed the approval cycle within five to seven working days after initiation.

Administration's secretary will prepare a transmittal memo referencing all invoices with a signature received line and deliver to Accounting and obtain signature for receipt.

Contracts section will be responsible for retaining the files and records of all contracts. Progress payments are not kept in DCC.

3.2 OTHER INVOICES

Invoices for vendors that were established by purchase requisitions (yearly orders or one time only purchases) are processed using the following steps:

Accounting receives the invoice

A voucher number is assigned

An accounts payable transmittal slip is attached

Invoice is forwarded to Administration for approval

Administration secretary submits directly to Support Services Coordinator for approving

All invoices/progress payments must be vouchered by Accounting before it can be submitted for approval signature..

4.0 TRAVEL REQUESTS

The "Travel Authorization" form ACCT-57 (sample attachment 6) and "Certification of Airline Travel" form RTD 21-13 (sample attachment 7) is completed according to the following procedures and is submitted in advance of travel date, allowing sufficient time for approval processing (at least two weeks). All travel arrangements for airline travel, hotel reservations, car rental, etc. must be made by the District's Travel Technician in Employee Activities Department.

- o Obtain Travel Authorization (TA) number from the District's Travel Technician (x4736).
- o Use one TA form for each person per trip.
- o Complete TA form including the employee's badge number, applicable AFE number, and justification for trip. Certification of Airline Travel form is included with carbon on back of TA form. Submit to AGM for approval.

After AGM approval has been received the AGM's senior secretary will process the "Travel Authorization" as follows:

- o Forward the TA to the General Manager for approval. Upon approval the General Manager's office will forward the original TA and the Certificate of Airline travel to the travel technician. The pink and blue copies of the TA to Accounting, and the goldenrod copy to the AGM's office.
- o The AGM's senior secretary will make one copy of the TA for the Support Services Coordinator and will return the goldenrod TA form to traveler.

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The traveler will be notified by the Travel Technician when airline tickets are available for pickup. The original Certificate of Airline travel will be included with the airline tickets and boarding pass.

If the trip is cancelled after a TA form has been approved, notify the Travel Technician by sending a blue memo with a cc to the Support Services Coordinator and the AGM. A request to reschedule these travel arrangements must be accompanied by a new TA form.

4.1 TRAVEL ADVANCES

Travel advances to cover anticipated cash expenditures while traveling on District business may be requested in advance by submitting a "Request for Travel Advance" form 22-13, (sample attachment 8). Travelers are encouraged to use personal credit cards for travel expenses whenever possible to minimize cash requirements. The following procedures are to be followed when requesting travel advances:

- o Prepare a "Request for Travel Advance" form and forward it to the Director for approval two to three days in advance of the travel date. Upon approval, the form will be returned to the traveler. The traveler must take the form to the Cashiers Office (located on third floor), the day before scheduled travel, to obtain the requested cash.
- o Travel Advances for Directors are forwarded to AGM for approval, same as above.
- o Any unused portion of a travel advance must be returned to the Cashier's Office within two weeks of the traveler's return to the District, obtaining a receipt. The cashier's office will provide a receipt that will be used in conjunction with the expense reimbursement report.

4.2 TRAVEL REPORT

Within two weeks of return from a business trip, forward the Certificate of Airline travel and the boarding pass to the Travel Technician, and prepare a Travel Report, form 91-6, (attachment sample 9). This Travel Report will be included with the expense reimbursement report.

4.3 EXPENSE REIMBURSEMENT

All reimbursement for travel expenses shall be requested on an "Expense Reimbursement Report", form 22-88, (attachment sample 10) and submitted within two weeks of the travelers return to the District. The following procedures will apply:

- o Complete expense reimbursement report, adhering to the District's travel/expense reimbursement policy.
- o Receipts must be taped to plain white bond paper. Employees name and badge number are placed on top.
- o The receipt for the unused travel advance attached.
- o Include the original travel report.

- o Submit to Director for approval ("initialing" on "Department Head" approval line).
- o Place in manilla folder and forward to AGM for final approval.

After AGM approves, the AGM's senior secretary will make one copy of all and return to traveler: one copy of expense sheet and any other costs sheets (airline reservations, etc.) for the Support Services Coordinator. Original will be sent to Accounts Payable (attn: Annalisa).

5.0 BOARD REPORT AGENDAS

The Board agenda items (attachment sample 11) are submitted to the AGM for approval by noon on Thursday, 14 days before the Board meeting.

The agenda meeting is held at 3:00 p.m. on Monday of the week preceding the Board meeting. The draft agenda is discussed and items are deleted or added at this time.

If a change in agenda language is required, or an item is added at the agenda meeting, the new or revised agenda language is required to be submitted to the AGM by close of business on Tuesday (day after agenda meeting).

No items can be added to or deleted from the agenda after the agenda meeting unless approved by the General Manager in writing.

5.1 BOARD REPORTS

All Board reports are to be submitted to the AGM for approval by noon on the Thursday preceding the Board meeting as follows:

The Board report should be submitted in the appropriate format (attachment sample 12), final form on the General Manager's letterhead.

Date used is the date the report is prepared.

The Board report is signed by the Director, the original Board report and two copies are submitted to the AGM for signature by Thursday noon preceding board meeting.

Upon AGM's approval, his secretary will send original board report to District Secretary's office (by noon Friday preceding board meeting), return one copy to originating department and retain one copy.

On Friday after board meeting the AGM's senior secretary will remove all board reports from the AGM's board book. All non-Metro Rail related reports will be discarded. Copies of all Metro Rail related board reports will be made for DCC, board report file and others as directed by AGM.

If the board report references a PO, do not submit the PO for approval in the same folder as the board report. The PO should be processed for approval according to procedures in section 3.0. A copy of the PO must be included with the original board report before it is sent to the District Secretary's office.

Should there be late items which are considered to be essential for consideration by the Board, the following steps must be followed:

The AGM will prepare a memorandum to the General Manager requesting his approval for submitting this item to the Board. Memo will clearly state the agenda language. This memo is attached to the Board Report

After GM's approval the memo and board report is delivered to Secretary's office.

The agenda language and the completed, signed Board report is due in the District Secretary's office no later than noon Wednesday, the day before the Board meeting.

5.2 BOARD BOX ITEMS

Board box items are informational reports generally requested by a particular Director or the GM and processed as follows:

Prepared on GM's letterhead, same format as Board report. Subject area may contain only background and current status as this is an informational item only, not a request for approval.

Submit in final form for AGM's approval according to instructions in section 1.1 "External Correspondence for GM's Signature". There are two exceptions; 1) Date prepared is included, 2) complimentary close is "Respectfully".

AGM's senior secretary submits to GM for signature.

GM's office will return original to AGM's office.

AGM's senior secretary will make 18 copies of report:

Original and 15 copies submitted to District Secretary's office with a cover memo stating the originating department, subject of item, Board request date and requesting Director if applicable (obtain from "green sheets").

One copy returned to originating department

One copy for DCC

One copy for Administration file.

6.0 TIME REPORTS/PAYCHECKS

Time reports, form ACCT-123, (sample attachment 13) are prepared bi-weekly as follows:

Payroll beginning date is the Sunday date of the first week the time report is submitted for.

All other areas on top filled in appropriately (dept. no. employee no., etc.)

All time recorded in appropriate column as designated (vac, sick, reg.) All legal holidays (memorial day, labor day, birthday, anniversary, etc.) is recorded as vacation (vac).

Appropriate AFE number (as assigned) must be used for all work time.

AFE numbers are not used for non-work time.

The paycheck for this time period will be issued the Friday following payroll closing date. You may receive your paycheck on the Thursday (after 3:00 p.m.) preceding Friday payday, if the following is applicable:

You are scheduled for vacation on Friday payday and the following week.

In order to receive your paycheck on Thursday you must submit a blue memo to the office supervisor by Tuesday preceding payday Friday.

6.1 VACATION ADVANCE

Vacation pay may be received in advance by completing the "Request for Advance-Vacation Wages", form ACCT-31, (sample attachment 14). Upon completion, the form is submitted to the office supervisor for processing at least two weeks before start of vacation.

7.0 POOL CAR RESERVATIONS

TSD has five pool cars (1137, 1138, 1139, 1141 and 102) that can be reserved for use for District business only as follows:

Contact administration secretary, x3904 in advance for pool car reservation. The secretary will tell you which car is assigned to you.

Sign out on pool car log at administration secretary's desk and receive keys. If you are more than 30 minutes late for your reservation, the car may be given to someone else.

Pool car numbers 1137, 1138, 1139 and 1141 are parked on the mezzanine in spaces 34, 35, 36 and 37. Pool car #102 is parked on the first floor, space 21.

TAKE ONLY THE CAR YOU HAVE SIGNED OUT FOR. If there is another car blocking the car you signed for, you must return to Administration and sign out for a different car or find a mechanic to assist you in moving the cars. Units 1137, 1138, 1139 and 1141 are keyed alike. Upon return, park the car in its designated parking space. If unable to do so please find a garage mechanic to assist you and/or inform Administration secretary

If you are going to be more than 30 minutes late from your designated return time, you must contact the Administration secretary or your secretary.

7.1 OVERNIGHT POOL CAR RESERVATION

Request for overnight use of a District auto must be submitted to the Director for approval on the "Pool Car Overnight Assignment Request" form (sample attachment 15).

Request for use of a District auto outside the RTD service area must be approved in advance by the GM.

8.0 CONFERENCE ROOM RESERVATIONS

Calendars are kept for Conference Rooms A, B and the MIC room. Reservations for conference rooms are made through the Administration Secretary, x3904. There are three small conference available for use located in Annex C, Construction Management, and System and Construction Safety. Reservations for these conference rooms can be made through the secretary's in these sections. There are several other conference rooms located throughout the Headquarters Building which can be reserved by calling General Services.

9.0 AUDIO VISUAL

Audio visual equipment is located in Program Control. Reservations for equipment are made through that department.

10.0 BEEPER INFORMATION

The names of all Project employees who carry beepers and their assigned beeper numbers are listed on attachment number 16. The following procedures are to be followed when contacting an individual on their beeper;

Dial the beeper number

At the sound of the "beep", dial your number, press the pound (#) symbol, and hang up the receiver.

11.0 CAMERA EQUIPMENT

Camera equipment is located in Real Estate & Development. Reservations for equipment are made through that department. Camera supplies (film and batteries) are located in the supply room.

12.0 COPY MACHINES

There are three copy machines located in TSD on the 6th floor. Their locations are: mail room; hall across from Annex B; and Construction Management. Copy machines are also located on every floor in the Headquarters Building.

Large copy requests should be submitted to the Print Shop for completion, located in the Basement, Ext. 4450. A Print Shop Copy Request (sample attachment 17) should be completed and pages numbered with blue pencil in the lower right-hand corner of each page.

13.0 FAX MACHINE

The FAX machine is located next to the Administration Secretary's desk. The instructions for using this machine are posted on the wall above the machine. As information is received the appropriate Department will be notified. The recipient of the FAX is responsible for retrieval. The FAX number is (213) 972-3882.

14.0 READING FILE GENERAL MANAGER

The Senior Secretary collects external (outgoing) correspondence which is routed to the General Manager for his review every Friday.

Each section's secretary is responsible for sending their external correspondence for the General Manager's review. Excluded from the General Manager's review is any correspondence directed to a consultant (PDCD, MRTC, BAH, DIA, etc.) and any correspondence related to wages, reimbursements, personnel transactions, etc.

15.0 READING FILE

The Reading File is routed weekly to all TSD Directors by Document Control. When routing is completed, the Reading File folder should be returned to Document Control. Document Control reuses the folders for the following week's Reading File.

16.0 REPAIR/SERVICE

Contact the Office Supervisor x3912 for equipment repairs/service.

17.0 SUPPLIES

Standard supplies such as pens, pencils, paper clips, etc. are stocked in the Supply Room. Special orders are processed by the Office Supervisor. Each section is responsible for submitting a blue memo to the Office Supervisor for supplies needed.

18.0 CHANGE REQUESTS/CHANGE NOTICE/CHANGE ORDER

Change Requests are generally prepared in the field on the Change Request form (sample attachment 18) and may be sent to the Construction Management section of TSD for correction. One copy is given to the Project Engineer assigned to the particular contract. The original is sent to the Change Control Board for further processing.

Change Notices are prepared in the Construction Management section of TSD on the Change Notice form (sample attach 19). The original and three copies are given to the Project Engineer assigned to the particular contract. The Project Engineer will retain one copy for file and forward the original and two copies to the Change Control Board for further processing.

Change Orders are prepared in the Construction Management section of TSD on the Change Order form (sample attachment 20). Four copies are made. One copy is retained in the department and original and two copies are given to the originator (Project Engineer or Contract Administrator) The originator will forward for signatures and further processing. One copy is included with the original purchase requisition when purchase requisition is being processed for signature.

All records and files of subject documents are retained in Configuration Control until close of contract.



(EXAMPLE: MODIFIED BLOCK)

Alan F. Pegg
Interim General Manager

Ms. Ruth Eisengart
1465 S. Shenandoah, #1
Los Angeles, California 90035

Dear Ms. Eisengart:

Councilman Yaroslavsky has asked me to personally respond to your concerns regarding the frequency of afternoon buses on Robertson Boulevard.

The schedule for the Robertson Boulevard bus line was most recently adjusted on December 27, 1987. For your convenience I have enclosed a copy of the timetable. As you will notice, southbound buses are scheduled to leave San Vicente Boulevard and Melrose Avenue every 30 minutes between 3:00 and 7:00 p.m. Rush hour service on this line has not been changed. Should you have additional questions regarding this route, I hope you will not hesitate to contact our telephone information operators at (213) 273-0910 between the hours of 6:00 a.m. and 11:00 p.m.

Thank you for the opportunity to assist you in this matter.

Sincerely,

Alan F. Pegg

Enclosure

cc: The Honorable Zev Yaroslavsky



Alan F. Pegg
Interim General Manager

(EXAMPLE MEMO)

March 16, 1988

TO:

FROM: Alan F. Pegg

SUBJECT: Interagency Management Committee Meeting
Friday, March 4, 1988

At the close of the February 19 IMC meeting, the Committee scheduled a meeting for March 4, 1988. Discussion topics for this meeting include additional comments on the Addendum to the Draft SEIS/SEIR Supplement for the CORE Study and the decision-making schedule.

RECEIVED
MARCH 16 1988

PURCHASE REQUISITION/ORDER

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
470 BAUCHET STREET, P.O. BOX 2108, TERMINAL ANNEX
LOS ANGELES, CALIFORNIA 90051
(213) 237-0270



P.O. No. 0-8100-123
Reqn. No. _____
Original Order Date _____
April 25, 1990

ACCOUNT NO.	A.F.E. NO.	WORK ORDER	GRANT NO. CA-03-0130	RESOLUTION NO.
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Supplier: GTSI (Government Technology Services Inc.)
2421 West 205th Street, Suite D106
Torrance, CA 90501
Attn: John Repetto (213) 320-3320

Please Ship To:

470 Bauchet Street
Los Angeles, CA 90012

SCRTD
425 South Main
6th Floor - TSD
Los Angeles, CA 90013

UNIT NO./EQUIP. TYPE	SHIP BY:	TERMS	F.O.B.	DELIVERY SCHEDULE
----------------------	----------	-------	--------	-------------------

DATE REC'D	QUANTITY	PART NO., CODE AND/OR DESCRIPTION	Only order one class of Material on a Requisition	PRICE	PER	EXTENSION
	1	IBM PS/2 Model 50Z				
		(Part #8550-031)				
		1 MB RAM				
		3 1/2" Internal 1.44 MB Diskette Drive		5,097.00		

REMARKS: _____

APPROVAL OF DEPARTMENT HEAD OR DESIGNEE _____

RECEIVED BY AGM - TSD

BUYER _____ DATE _____

APPROVED BY M.Z. Walters -- Director of OCPM

SALES TAX APPLICABLE

TECHNICAL INSPECTION REQUIRED

ORIGINATOR _____

Subtotal \$ _____ Dept. Head Name _____

Tax \$ _____

Delivery \$ _____

Total \$ _____

OMB BY: _____ DATE: _____	APPROVAL REQUIRED UNDER PARAGRAPH 8 DISTRICT REGULATIONS	CHECK IF APPROVAL REQUIRED
	All Rules and Regulations have been followed: _____ DATE _____	
	General Counsel _____	
	General Manager _____	
	Board Approval _____	
	Staff Purchasing Committee _____	

SEND THREE (3) COPIES DIRECT TO PURCHASING DEPARTMENT -- APPROVALS WILL BE OBTAINED AFTER PRICING

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
CONDITIONS

1. If this purchase order is not accepted exactly as written, return it at once with explanation.
2. The right is reserved to cancel this order if not filled within the time and in accordance with the terms specified.
3. All material subject to our inspection and approval, notwithstanding prior payment to obtain cash discount, you to pay transportation charges both ways on rejected material.
4. No charges for transportation, containers, packing, etc., will be allowed unless so specified in this order.
5. Reels, containers, etc., to be billed on separate invoice.
6. If price quoted on this order includes an additional charge for delivery above price at point of origin, please show such delivery charge on your invoice as separate item, such charge not being subject to California State Use Tax.
7. The vendor shall hold the District, its officers, agents, servants and employees, harmless from liability of any nature or kind, on account of use of any patented or unpatented invention, articles or appliances furnished or used; or copyrighted or uncopyrighted composition, secret process furnished or used under this order.
8. It is understood and agreed that all items, sold and furnished to us hereunder will be and are, and by the acceptance of this order you will and do certify to us that such items, will be and are, produced and sold to us in conformity with all valid laws, ordinances, rules and regulations in anywise affecting the furnishing of the same, including (but not hereby limiting the scope hereof) all applicable Federal laws, rules and regulations, such as, and including the Fair Labor Standards Act of 1938 (Federal Wage and Hour Law).
9. Each order and shipment to be invoiced separately. Payments made by check only.
10. **Exemption from Federal Transportation tax.** Amount paid for transportation of property to the Southern California Rapid Transit District is exempt from Federal Transportation tax. An exemption certificate is not required where the shipping papers show the consignee as Southern California Rapid Transit District, as such papers may be accepted by the carrier as proof of the exempt character of the shipment.
11. The parties hereto covenant and agree that to their knowledge no Board member, officer, or employee of the DISTRICT has any interest, whether contractual, noncontractual, financial or otherwise, in this transaction, or in the business of the contracting party other than the DISTRICT, and that if any such interest comes to the knowledge of either party at any time, a full and complete disclosure of all such information will be made in writing to the other party or parties, even if such interest would not be considered a conflict of interest under Article 4 (commencing with Section 1090) or Article 4.6 (commencing with Section 1120) of Division 4 of Title 1 of the Government Code of the State of California.
12. "The Articles covered by this Purchase Order or Contract must conform with the Safety Orders of the State of California, Division of Industrial Safety." Labor Code 6403.
13. "Invoice and Payment. A separate invoice shall be issued for each shipment. Unless otherwise specified in the order, no invoice shall be issued prior to receipt of goods. Payment due dates, including discount period, will be computed from date of receipt of goods or of correct invoice (whichever is later) to date District check is mailed. Any discount taken will be taken on full amount of invoice, unless freight or other charges are itemized and discount thereon is specifically disallowed."
14. Each vendor is required to submit a completed Material Safety Data Sheet for any product which has a substance in that it appears on the California Department of Industrial Relation's Director's List of Hazardous Substances. The substances on this list are subject to the requirements of General Industry Safety Order 5194 of Title 8 of the California Administrative Code.
15. The District does not authorize and shall not pay any interest charges for late payment of invoices, provisions stated on packing lists, invoices or other documents to the contrary notwithstanding.

REQUISITION JUSTIFICATION

Requisition No. 0-8100-123

Date 4/25/90

Grant No. CA-03-0130

Estimated Cost \$5,097.00

Identify Budget Source:

Item is included in Operating Budget under Account Number N/A

Item is included in Capital Budget. Identify Account Number _____ and AFE _____

If item is not included in either Operating or Capital Budgets, specify a proposed funding source _____

N/A

Give a brief description of how item listed on requisition will be utilized. Procurement of this equipment will provide software capabilities not available with our current system.

Briefly justify the procurement. Include cost benefits, age and condition of equipment being replaced. DecMate, our current system, has only one capability, word processing. The procurement of this equipment will enable the department to use a variety of software packages.

Briefly indicate how the procurement impacts both District-wide Objectives and Departmental Objectives. District-wide objective 3.2

Complete specifications must accompany requisition. The naming of a brand name is usually not an adequate statement of specifications, as this requires qualifying an "approved equal." Specifications should be either performance or technical specifications.

Suggested sources of supply. This should include vendors that have been contacted. _____

(GTSI) Government Technology Services, Inc.

COMPUTER HARDWARE AND SOFTWARE JUSTIFICATION

DEPARTMENT <u>8100</u> - (Your Section Name)		REQUISITION NO. <u>0-8100-123</u>	
DEPARTMENT CONTACT (Recipient of Ma- terial)		TOTAL COST <u>\$5,097.00</u>	
CONTACT TELEPHONE <u>972-3912</u>		DATE <u>4/25/90</u>	
COMPUTER TYPE INVOLVED (CHECK ONE)	TYPE OF ITEM(S) REQUESTED (CHECK ALL THAT APPLY)		
<input type="checkbox"/> MAINFRAME	<input checked="" type="checkbox"/> HARDWARE	<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> SOFTWARE UPGRADE
<input checked="" type="checkbox"/> MICROCOMPUTER	<input type="checkbox"/> TRAINING	<input type="checkbox"/> SUPPLIES	<input type="checkbox"/> PERIPHERALS
BRIEFLY JUSTIFY THE REQUEST. IDENTIFY SPECIFIC USES FOR THE REQUESTED ITEM(S).			
<p>Procurement of this new equipment will allow for not only word processing, but also the capability to produce reports that require some calculations.</p>			
DESCRIBE WHAT ALTERNATIVES TO THE REQUESTED ITEM(S) WERE CONSIDERED.			
<p>No other alternatives. Word Processing equipment cannot handle these requirements.</p>			
IDENTIFY POSSIBLE BENEFITS FROM THE REQUESTED ITEM(S).			
<input type="checkbox"/> GREATER PRODUCTIVITY <input checked="" type="checkbox"/> FASTER WORK TURNAROUND <input checked="" type="checkbox"/> GREATER ACCURACY <input type="checkbox"/> REDUCED MANHOURS <input checked="" type="checkbox"/> COST SAVINGS <input type="checkbox"/> OTHER (IDENTIFY) _____			
SPECIFY WHAT CURRENTLY OWNED HARDWARE OR SOFTWARE WILL BE USED WITH THE REQUESTED ITEM(S). IDENTIFY ADDITIONAL HARDWARE OR SOFTWARE THAT MAY HAVE TO BE ACQUIRED.			
<p>No currently owned equipment will be used.</p>			
IDENTIFY THE PRIMARY USER(S) OF THE REQUESTED ITEM(S).		IS TRAINING NECESSARY TO USE THE REQUESTED ITEM(S). IF SO, WHO WILL PROVIDE THIS TRAINING?	
Secretaries		No	

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
TRAVEL AUTHORIZATION

REQUEST DATE <p style="text-align: center;">April 25, 1990</p>		AFE/W.O. NO. <p style="text-align: center;">11405</p>		T.A. NO. <p style="text-align: center;">90-292</p>	
NAME/BADGE NO. <p style="text-align: center;">John Smith - No. 12345</p>		DEPT. NO. <p style="text-align: center;">8100</p>	TRAVEL DATE(S) <p style="text-align: center;">4-1 thru 4-4-90</p>		DESTINATION <p style="text-align: center;">Washington, D.C.</p>
PURPOSE OF TRAVEL <p>To attend APTA's 1990 Rapid Transit Conference Program to be held in Washington, D.C. on April 1-4, 1990. To meet with managers of rail transit properties from other cities to discuss organizational issues, and operation relationships.</p>					
EST. COST OF TRIP <p>(INCLUDING TRAVEL) \$1800.00</p>			TRAVEL ON SAT/SUN OR HOLIDAY <input type="checkbox"/> ONE WAY <input type="checkbox"/> TWO WAY <input checked="" type="checkbox"/> NO		
SUBMITTED BY <p style="text-align: center;">John Smith</p>			APPROVAL DEPT. HEAD <p style="text-align: right;">Director of Department</p>		
SUBMIT IN QUADRUPPLICATE: APPROVED ORIGINAL - - - TRAVEL COORDINATOR TWO APPROVED COPIES - - - AUDITOR ONE APPROVED COPY - - - ORIGINATING DEPARTMENT			AUTHORIZED GENERAL MGR. Alan F. Pegg		
FOR ACCOUNTING DEPARTMENT USE ONLY					
PERSONAL EXPENSES INCURRED			EXPENSE REIMBURSEMENT CASH VOUCHER NO.		
AMOUNT OF TRAVEL ADVANCE			CASH VOUCHER NO.		
AIRLINE TRAVEL	TICKET NO.	AMOUNT	C/V NO.		

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
CERTIFICATION OF AIRLINE TRAVEL

April 25, 1990

11405

90-292

John Smith - No. 12345

8100

4-1 thru 4-4-90

Washington, D.C.

To attend APTA's 1990 Rapid Transit Conference Program to be held in Washington, D.C. on April 1-4, 1990. To meet with managers of rail transit properties from other cities to discuss organizational issues, and operation relationships.

1300.00

x

John Smith

Director of Department

Alan F. Pegg

Within two weeks of your return to the District, please complete this form and attach (1) boarding passes and (2) either airline passenger's receipt or airline passenger's coupon and forward to the Travel Coordinator.

FROM: _____	DATE _____	CARRIER & FLIGHT NO. _____
TO: _____	DATE _____	CARRIER & FLIGHT NO. _____
TO: _____	DATE _____	CARRIER & FLIGHT NO. _____
TO: _____	DATE _____	CARRIER & FLIGHT NO. _____
TO: _____	DATE _____	CARRIER & FLIGHT NO. _____

I hereby certify that the foregoing information is true and accurate.

Signature _____ Date _____

Please return to Travel Coordinator. Employee Activities.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
REQUEST FOR TRAVEL ADVANCE

To: CONTROLLER

Travel Authorization No: 90-298	
Dept: 8100	Date: 4-30-90

Please advance to me on or before May 4, 1990, the amount of \$ 500.00
 in cash } (Assistant (employees badge #)
 in check } payable to: Robert Miller Treasurer badge 12345 for travel expenses
 anticipated in connection with TA indicated above. It is understood that I must submit a Request for Expense
 Reimbursement within two weeks of the completion of this trip. It is also understood that the amount of
 this advance will be deducted from the calculated reimbursement prior to payment. Should the amount of
 this advance exceed the amount of reimbursement to which I am entitled, I agree to remit the difference to
 the District Cashier at the time I submit my Request for Expense Reimbursement. Should I fail to file by the
 prescribed time, I hereby authorize the District to deduct from my next regular paycheck the full amount
 advanced under this TA.

I certify that the requested date is no sooner than two work days prior to the start of the trip for which this
 travel advance is requested.

CASHIER'S USE ONLY	
Advance Received: _____	
By: _____	
In: <input type="checkbox"/> Cash / <input type="checkbox"/> Check \$ _____	
On: _____ 19 _____	

John Smith
 Requestor's Signature
 John Smith - #12345
 APPROVAL

 Department Manager/Head
 DIRECTOR

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
TRAVEL REPORT

TO: Alan F. Pegg

1. NAME: John Smith

2. DESTINATION: Washington, D.C.

3. DATE: 4-1-90 THRU 4-4-90

4. PURPOSE OF TRIP: Attend APTA Convention and present paper

5. OFFICES/PERSONS VISITED: _____

6. BUSINESS DISCUSSED/ACCOMPLISHED: Discussed future needs for light and heavy rail industry.

7. IF PROFESSIONAL CONFERENCE OR TRAINING/EDUCATION MEETING:
SESSION ATTENDED _____

HIGHLIGHTS BENEFITING YOU MOST: _____

(If necessary, continue on additional sheets and attach other material)

Would you recommend same for other RTD employees? Yes No

Why? _____

8. OTHER COMMENTS: _____

Signature
John Smith

April 30, 1990
Date

CC: General Manager

ADMINISTRATIVE PROCEDURES

ISSUE:

EFFECTIVE: 10/14/82

TRAVEL REPORTS

I. AUTHORITY:

District Law and Rules and Regulations of the District.

II. OBJECTIVE:

To increase the productivity and accountability for business travel by RTD personnel and provide proper dissemination of information gathered during such travel.

III. APPLICABILITY:

Official business trips by all RTD Staff.

IV. PROCEDURE:

1. Within two weeks after return from a business trip authorized by the General Manager and paid for from District or grant funds, the traveler shall make a written report on Form RTD 91-6, or equivalent, addressed to the cognizant Department or Division Director or other direct Supervisor having concurred in the request for the travel. Copies of the Travel Report shall also be sent to the General Manager for his information, and to the Treasurer-Controller attached to the travel expense reimbursement request.
2. The Travel Report shall contain, as a minimum, the following information:
 - a. Name of traveler and destination
 - b. Date and duration of trip
 - c. Purpose of Travel
 - d. Offices and/or persons visited
 - e. Business accomplished or matters discussed (include sufficient detail for project record purposes)
 - f. If professional conference — list sessions attended and their benefits to RTD.
If training or educational meeting — describe highlights or curriculum and applicability to your work; also give your evaluation of the quality of the instruction.
3. In cases when the General Manager or the Department or Division Director determines that the results of the trip are of interest to other RTD activities, they will direct further distribution of the report, as necessary.
4. If the travel was in connection with training, educational courses, workshops or seminars after which the participants are issued certificates or other acknowledgments of completion, a copy of such documents shall be sent to Personnel for inclusion in the employee's personnel file.

**SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
EXPENSE REIMBURSEMENT REPORT**

T.A. No. 90-292

W.O. No. _____

AFE No. _____

Name John Smith Emp. No. 12345 Department TSD Dept. No. 8100

Covered 4-1 thru 4-4-90

DATE	DETAIL	TRANS.	HOTELS	MEALS	MISC.
4-1-90	Shuttle - Home to LAX	8.00			
	Luggage Handling				3.00
4-1-90	Ground Transportation - LAX to Hotel	10.00			
	Luggage Handling				3.00
	Dinner			23.79(R)	
	Hotel		191.59(R)		
4-2-90	Breakfast			9.00	
	Hotel		191.59(R)		
4-3-90	Breakfast			9.35(R)	
	Dinner			26.87(R)	
	Hotel		191.59(R)		
TOTALS		\$18.00	\$574.77	\$69.01	\$6.00

I certify that the above expenditures were incurred by me and that they are proper SCRTD expenses.

Total Expense — Account No. 50902 \$ 667.78

Less Cash Advance — Account No. 10209 \$ 500.00 CR

NET AMOUNT DUE \$ 167.78
Employee

Signature _____ Date Submitted _____

Department Head

Controller

General Manager

Date: March 30, 1990

TO: Office of the Secretary

From: J. Maddox

Agenda Item for Board of Directors Meeting on April 12, 1990.

Committee Preferred: Rapid Transit

Approve Requisition - Execute Change Order #91

Consider approval of Requisition No. 0-8100-970 and authorize the Contracting Officer to amend Contract A-165 with Granite Construction Co., Watsonville, which directs the contractor to perform final rearrangement of building water and fire service connections. This work is critical to street restoration.

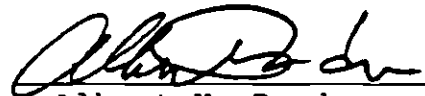
This change order for a not-to-exceed amount of \$400,000.00 will amend the total change order amount to \$1,271,572.

This change is funded under UMTA Grant No. CA-03-0130.

By:


John Maddox

Approved:


Albert H. Perdon

Date
(Use date report is written)

TO: Board of Directors
FROM: Alan F. Pegg
SUBJECT: (This wording should succinctly state the subject matter and closely correspond with the language in the recommendation)

RECOMMENDATION (Fully capitalized and underlined)

This section to contain the recommendation as it appears on the agenda. The embellishing phrases such as "form of agreement subject to approval of the General Counsel" can be omitted from the language in this section. However, language may be added in this section to more completely describe the action being requested of the Board.

ALTERNATIVES CONSIDERED (Fully capitalized and underlined)

IMPACT ON BUDGET AND DISTRICT OBJECTIVES (Fully capitalized and underlined)

BACKGROUND (Fully capitalized and underlined)

This section to contain as much detail as is appropriate and can be broken down into sub-sections. If the background material is substantial, then this section can summarize the more detailed information which should be attached to the Board report.

Respectfully,

Alan F. Pegg
(Leave at least 4 lines between complimentary closing and the General Manager's name)

Executive Staff Member
(Also signed by department heads, if appropriate)

Revised 11/88

Director

ACCT - 31
REV 12/85

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
REQUEST FOR ADVANCE — VACATION WAGES

(Prepare in Ink or Type)

DATE 04-30-90

TO: CONTROLER

In accordance with company procedure and applicable labor agreement provisions,

John Smith 12345 8100
(Print Name) (Badge) (Dept)

is requesting advance payment of vacation wages as shown below. These vacation hours will be reported by the department at the beginning of each week indicated.

	DATE	HOURS	FOR CONTROL USE ONLY
Week beginning	(This date is always a Sunday)		
Week beginning			
Week beginning			
Week beginning			
Week beginning			
Week beginning			
Week beginning			

Rate of Pay	20.21
\$	
Per hr.	
1st Day Vacation:	05-14-90
Last Day Worked:	05-11-90

Employee Signature _____ Date 04-30-90

Approved _____ Title Director

MUST BE SUBMITTED TO CONTROL ACCOUNTING AT LEAST TWO WEEKS BEFORE START OF VACATION

FOR PAYROLL DEPARTMENT USE ONLY

P/R End No. _____ Date _____ P/R End No. _____ Date _____

HOURS _____ HOURS _____ HOURS _____ HOURS _____

GROSS EARNINGS _____ GROSS EARNINGS _____

TAXES W/H _____ TAXES W/H _____

TOTAL DEDUCTIONS _____ TOTAL DEDUCTIONS _____

ESTIMATED ADVANCE _____ ESTIMATED ADVANCE _____

POOL CAR OVERNIGHT OR 24-HOUR
ASSIGNMENT REQUEST

NAME John Smith

DATE 04-28-90

DEPARTMENT NAME & NO. 8100 - TSD

DATE & TIME LEAVING 04-30-90 9:00 a.m.

DESTINATION Pasadena

FIRM/ORGANIZATION Parsons

ADDRESS 1234 Lake

TELEPHONE NO. 222-1212
(where you can be reached)

REASON Attending Seminar and presenting paper

APPROVED _____
SECTION HEAD

Supervisor's Signature

<u>Pager Number</u>	<u>Name of Person Assigned To</u>
565-0223	R. Harris (PDCD)
565-0536	L. Simpson
565-0537	D. Nelson
565-0538	S. Louis
565-0539	H. Storey
565-0540	V. Smith
565-0541	J. Windom
565-0542	A. Vardanian
565-0544	F. Quesada
565-0547	A. Griesbach
565-0548	C. Kelso (PDCD)
565-0549	J. Whyte
565-0550	W. George
565-0551	A Ferruccio (PDCD)
565-0552	J. Bilco
565-0553	M. Morton (PDCD)
565-0554	D. Riggs (PDCD)
565-0555	R. Griffith (PDCD)
565-0556	L. Pham
565-0557	S. Navin (PDCD)
565-0558	H. Scott (PDCD)
565-0559	D. Nyberg (PDCD)
565-0560	M. Polacek (PDCD)
565-0599	R. Wesley
565-0732	E. Sells
565-6255	V. Srinivasan
565-8832	L. Boyden
565-8833	B. Ishkanian
565-8836	C. Villegas
971-2291, 512739	R. Aaron
971-2291, 635474	R. Schiehl
565-8834	J. Loo
816-7210	K. Kouder
816-7212	D. Bloomfield
816-7219	R. Vitti (PDCD)
816-7285	A. Nijland
565-8835	H. Mayorga (PDCD)
565-8836	J. Carlos (PDCD)
565-8837	D Ford
565-0732	E Sells
717-2876	C. Kelso
717-2879	C. Kelso

Unassigned Pagers

816-7239
 816-7241

Cellular Phones

(213) 760-1181	C. Kelso
(213) 760-1182	M. Polacek
(213) 760-1180	H. Scott

000000 11

**SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
PRINT SHOP QUICK COPY JOB REQUEST
(THIS REQUEST IS FOR JOBS DONE ON KODAK OR XEROX ONLY)**

TIME JOB CLOCKED IN	TIME JOB CLOCKED OUT
---------------------	----------------------

2-HOUR 24-HOUR
 4-HOUR _____ WEEK(S)
AFE NO. 11405

DEPT. NO. 8100 DEPT. NAME Transit Systems Development DATE 4/1/90
CONTACT'S NAME John Smith EXT. NO. 3912

IMPORTANT! — USE SEPARATE SLIP FOR EACH JOB REQUEST

PRINTING REQUEST: NO. OF PAGES 10 NO. OF COPIES 50 COLOR

8½ x 11 1-SIDED COLLATE 3-HOLE PUNCH
 8½ x 14 2-SIDED STAPLE FOLD (SINGLE SHEETS ONLY)

STOCK COLOR _____ JOB DESCRIPTION _____

MAIL TO CALL _____ EXT. _____ LOCATION _____

MISCELLANEOUS REQUEST:

<input type="checkbox"/> REDUCTION SIZE _____	<input type="checkbox"/> CUT STOCK SIZE _____	<input type="checkbox"/> PAD AT _____ PER OAD	<input type="checkbox"/> 3-HOLE PUNCH 8½ x 11	<input type="checkbox"/> 2-HOLE (TOP)
<input type="checkbox"/> ENLARGE SIZE _____ % _____	<input type="checkbox"/> SCRATCH PADS AMT _____ SIZE _____	<input type="checkbox"/> STOCK REQUEST SIZE _____ COLOR _____	<input type="checkbox"/> SINGLE SHEETS AMT _____ SIZE _____	
<input type="checkbox"/> STAPLE AMT _____	<input type="checkbox"/> THERMAL BIND AMT _____	<input type="checkbox"/> SPIRAL BIND AMT _____	<input type="checkbox"/> FOLD (single sheets only) AMT _____	<input type="checkbox"/> LAMINATE AMT _____

1ST COPY — PRINT SHOP 2ND COPY — ORIGINATING DEPT.



METRO RAIL PROJECT

CHANGE REQUEST

1) CR NO:

2) CLASS:

3) ROUTINE

URGENT (See Section 14)

CRITICAL (See Section 14)

4) DATE TO CCC

DATE:

TIME:

5)

PAGE 1 OF _____
(include all attachments in count)

6) CHANGE TITLE:

7) CHANGE DESCRIPTION: (SPECIFY 'TO/FROM' CONDITIONS AND ATTACH MARK-UPS AS APPROPRIATE)

8) REASON FOR CHANGE: (ATTACH FINDING-OF-FACT STATEMENT)

9) CONTRACTS AFFECTED:

10) PROJECT BASELINE AFFECTED:

- FINANCIAL PLAN (All changes that affect contract cost)
- SCHEDULE
- STANDARD & DIRECTIVE DRAWINGS
- SYSTEM DESIGN CRITERIA AND STANDARDS
- CONTRACT UNIT DESCRIPTIONS
- CONTRACT GENERAL CONDITIONS
- PROJECT MANAGEMENT PLAN
- SYSTEM OPERATING AND/OR MAINTENANCE PLAN
- SAFETY PROGRAM AND/OR CERTIFICATION PLAN
- INSURANCE SPECIFICATIONS
- SAFETY AND SECURITY MANUAL
- DESIGN DIRECTIVES
- MASTER AGREEMENTS
- SCRTO 5-001
- OTHER:

11) CONTRACT DOCUMENTS TO BE REVISED (list below):

- BID DOCUMENTS
- GENERAL CONDITIONS (Baseline)
- SPECIAL CONDITIONS
- TECHNICAL PROVISIONS
- CONTRACT DRAWINGS (ORIGINALS/MARK-UPS/AS-BUILTS)

12) COST IMPACT: ROM DETAILED (COST BREAKDOWN ATTACHED)

CONTRACT VALUE CHANGE: \$ _____ OTHER COSTS: \$ _____

MRT \$ _____ STATION: \$ _____

LRT \$ _____ TUNNEL: \$ _____

ESTIMATE BY: _____

ORGANIZATION: _____

13) SCHEDULE IMPACT: NO EFFECT YES (see below) CRITICAL PATH AFFECTED (Explain)

ESTIMATED DURATION OF CHANGED WORK: _____ DAYS

CONTRACT DURATION : SLIP GAIN _____ DAYS

INTERIM MILESTONES : SLIP GAIN _____ DAYS

TEST/START UP : SLIP GAIN _____ DAYS

ESTIMATE BY: _____

ORGANIZATION: _____

14) PRIORITY JUSTIFICATION (Required for URGENT and CRITICAL changes) IMPACT DATE: _____

15) PREPARED BY: _____ DATE: _____

16) REVIEWED BY: _____ DATE: _____

17) PROJECT ENGINEER: _____ DATE: _____

18) TSD DIRECTOR: _____ DATE: _____

19) CONFIGURATION CONTROL SUMMARY: CLASS/PRIORITY OK? YES NO (Explain) BASIS: _____

20) CHANGE APPROVAL

AUTHORIZED DISAPPROVED MODIFY/RESUBMIT CANCELLED/WITHDRAWN

Action Required:

Assigned To: _____

Due: _____

- REVISE BASELINE DOCUMENTS (ORIGINALS/MARK-UPS/AS-BUILTS)
- ISSUE CHANGE NOTICE (w/ORIGINALS/MARK-UPS)
- ISSUE CHANGE ORDER (BILATERAL/UNILATERAL/TWO-PART: FAC OR NGO)
- OTHER: _____

CCB MEETING # : _____

BY: _____

CCB MEETING DATE: _____

TITLE: _____

DATE: _____



METRO RAIL PROJECT

CHANGE NOTICE

CN NO. _____

REF. CR NO. _____

DATE _____

CONTRACTOR _____ CONTRACT NO. _____

CHANGE TITLE _____

A Cost and Schedule Proposal is required no later than _____ for the following proposed change. The Contractor is not to proceed with this change until a Change Order is executed by the District.

CHANGE DESCRIPTION:

(Use additional pages as necessary.)

PREPARED BY:

ISSUED BY:

Project Engineer *Date*

Configuration Control *Date*

APPROVED BY:

ACKNOWLEDGED BY:

Date

Contractor *Date*



METRO RAIL PROJECT

CHANGE NOTICE

CONTINUATION PAGE

CN NO. _____

REF. CR NO. _____

DATE _____



**METRO RAIL PROJECT
CHANGE ORDER**

CO NUMBER:

CN NUMBER(s):

CR NUMBER(s):

CONTRACT NUMBER :

TITLE :

CONTRACTOR :

CHANGE TITLE :

ACCOUNT NUMBER :

PR NUMBER:

SUMMARY OF CHANGE

Contract Duration Is Increased/Decreased by _____ calendar days.

Contract Value Is Increased/Decreased by \$ _____.

THE CONTRACT IS HEREBY MODIFIED AS FOLLOWS; AND THE CONTRACTOR IS DIRECTED TO PROCEED WITH THE WORK AS INDICATED BELOW:

PAGE 1 OF _____

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

Signature : _____

Name/Title : _____

Execution Date : _____

CONTRACTOR:

Signature : _____

Name/Title : _____

Acceptance Date : _____

Except as amended herein, all provisions of said Contract remain in full force and effect. The terms and conditions of this Change Order, including the dollar amount and time contained in the summary of changes above, constitute full accord and satisfaction of the District and the abovesigned Contractor for all cost and time of performance related to the change as described above. If the Contractor does not sign acceptance of this Change Order, the Contractor shall proceed with the work and provide written notice as required by Article 39, Claims, of the General Conditions.



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