



ORDER TO RENDER SERVICE/MATERIALS

FINANCIAL SERVICES FAX NUMBER (503) 986-3907

EXPENDITURE ACCOUNT:		COUNTY:	ESTIMATED START DATE:	ESTIMATED COMPLETION DATE:
BILL TO ORGANIZATION		BILL TO POINT OF CONTACT		BILL TO TELEPHONE:
BILL TO ADDRESS: STREET CITY, STATE, ZIP CODE			VENDOR NUMBER:	
METHOD OF PAYMENT: <input type="checkbox"/> PAID IN FULL <input type="checkbox"/> MONTHLY		AMOUNT OF ADVANCE DEPOSIT:	CHECK NO.:	DATE RECEIVED:
REQUEST AUTHORITY: (SELECT ALL THAT APPLY) <input type="checkbox"/> ORS: _____ <input type="checkbox"/> AGREEMENT/PERMT NO: _____ <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER: _____				
ORDER PREPARED BY:		REGION/DISTRICT/DIVISION:		ODOT UNIT NO.:
SIGNATURE:		DATE OF REQUEST:		TELEPHONE:

LOCATION AND DESCRIPTION OF SERVICE/MATERIALS	ESTIMATED TOTAL COST
TOTAL ESTIMATE	

NOTIFICATION OF COMPLETION

(RETURN COPY TO DISTRICT OFFICE)

DATE PROJECT COMPLETED:	SIGNATURE:
	TITLE:

PRINT FOUR COPIES OF THIS FORM:

1. Financial Services Copy
2. Requestor/Customer Copy
3. File Copy
4. Financial Services Copy (Notification of Completion)

INSTRUCTIONS FOR ORDER TO RENDER SERVICE/MATERIAL FORM

When service or materials are provided to an entity outside of ODOT, an *Order to Render Service/Material* form 734-7189 (11-03) shall be completed to initiate a billing to an outside party.

If service or materials are provided as a result of damage to property owned and maintained by ODOT, please contact Maintenance Management System Unit (503-986-3040) for a Claim Against Others expenditure account. An *Order to Render Service/Materials* form is not required for this process.

If service or materials are provided as a result of an emergency (forest fire, windstorm, etc) contact Maintenance Management System Unit (503-986-3038) for the assignment of an "E" (emergency) EA. For more information please refer to the ODOT Emergency Plan.

Please complete the *Order to Render Service/Materials* form as follows:

EXPENDITURE ACCOUNT: The EA assigned by Financial Services for the service/materials being performed/provided.

COUNTY: Enter the county in which the service or materials are to be provided. Enter "Multi" if the service/materials are to be provided in more than one county.

ESTIMATED START DATE: Enter the date the work is estimated to begin. While the work may or may not actually begin on the date indicated, transactions processed against this expenditure account will error out if the document date or effective date is before this estimated begin date. The estimated begin date may be changed. Please direct this request to Financial Services Billing Unit.

ESTIMATED COMPLETION DATE: Enter the estimated date the work will be completed. This date is provided as a monitoring tool for Financial Services. Financial Services may contact the field if a completion notice is not received within a reasonable period of time after the Estimated Completion Date.

BILL TO ORGANIZATION: Enter the name of the organization being billed.

BILL TO POINT OF CONTACT: Enter the name of the individual the bill should be mailed to.

BILL TO TELEPHONE: Enter the telephone number of the Bill To Point of Contact.

BILL TO ADDRESS: Enter the address of the organization to where the billing invoice is to be mailed.

VENDOR NUMBER: Enter the Vendor Number of the Bill To Organization.

METHOD OF PAYMENT: Select Paid in Full if the amount is to be paid in one lump sum. Select Monthly if bill is to be paid in regular monthly installments.

AMOUNT OF ADVANCE DEPOSIT: Enter the amount of any deposit received in advance of the service/materials being performed/provided.

CHECK NO: Enter the check number of the Advance Deposit.

DATE RECEIVED: Enter the date the Advance Deposit check was received.

REQUEST AUTHORITY: Select the appropriate authority that supports the reason for the Order to Render Service/Material.

ORDER PREPARED BY: Enter the name of the ODOT employee who prepared the *Order to Render Service/Materials* form.

REGION/DISTRICT/DIVISION: Enter the region, district, and/or division of the ODOT employee preparing the *Order to Render Service/Materials* form.

ODOT UNIT NO: Enter the Unit Number of the ODOT crew responsible for the service/materials being provided.

SIGNATURE: The ODOT employee preparing the *Order to Render Service/Materials* form shall sign in this block.

DATE OF REQUEST: Enter the date the *Order to Render Service/Materials* form was prepared.

TELEPHONE: Enter the telephone number of ODOT employee preparing the *Order to Render Service/Materials* form.

LOCATION AND DESCRIPTION OF SERVICE/MATERIALS: Provide a complete and accurate description of the service/materials being provided. Street crossing and number signs are good additions to the description. Please indicate in this area if Financial Services is to assess an administrative overhead charge. This charge is customarily 10% of total costs.

ESTIMATED TOTAL COST: Enter the estimated total cost of the service/materials to be provided.

TOTAL ESTIMATE: Enter the grand total of all Estimated Total Costs for services/materials being provided.

Submission/Processing Instructions

1. Complete the *Order to Render Service/Materials* form. Print 1 copy and fax to Financial Services Billing Unit to obtain the outside billing expenditure EA (FAX 503-986-3907). Financial Services will assign the EA and notify the Preparer by fax, phone or email. If you do not receive your EA the same day as the *Order to Render Service/Materials* is faxed, contact Financial Services (503) 986-3956, (503) 986-4018 or (503) 986-3911.
2. Enter the EA in the Expenditure Account field, sign the form and make 3 additional copies of the *Order to Render Service/Materials* form. Distribute the copies as follows:
 - Mail the original signed and completed form to Financial Services Billing Unit. Include the advance deposit check if provided.
 - Provide one copy to the customer.
 - Retain one copy for filing purposes.
 - The 4th copy will be used to notify the Financial Services Billing Unit of the completion of the work.
3. Costs involved in providing the materials or service requested should be charged to the outside billing EA. (This will generate an invoice to the requestor. Invoices are system generated monthly in conjunction with month-end reporting. Advance deposits are manually drawn for amounts billed. An invoice is generated each month that outstanding charges exist.)
4. Following completion of the work, route a signed and dated notification of completion to Financial Services Billing Unit. The date entered at the bottom of the notification of completion shall be the date the work is completed, **NOT** the date the notification is signed.
5. Upon receipt of the notification of completion, Financial Services Accounting Operations may assess an administrative overhead charge and close the outside billing expenditure account 60 days after the completion date. An administrative overhead charge will only be assessed if indicated on the *Order to Render Service/Materials* form. Any amount(s) outstanding are collected from the customer. Any balance of advance deposit, after assessing administrative overhead costs if applicable, is refunded to the customer. Collection activities (assignment of account to Department of Revenue and an outside collection agency) will not occur before a notification of completion is received by Financial Services Accounting Operations.