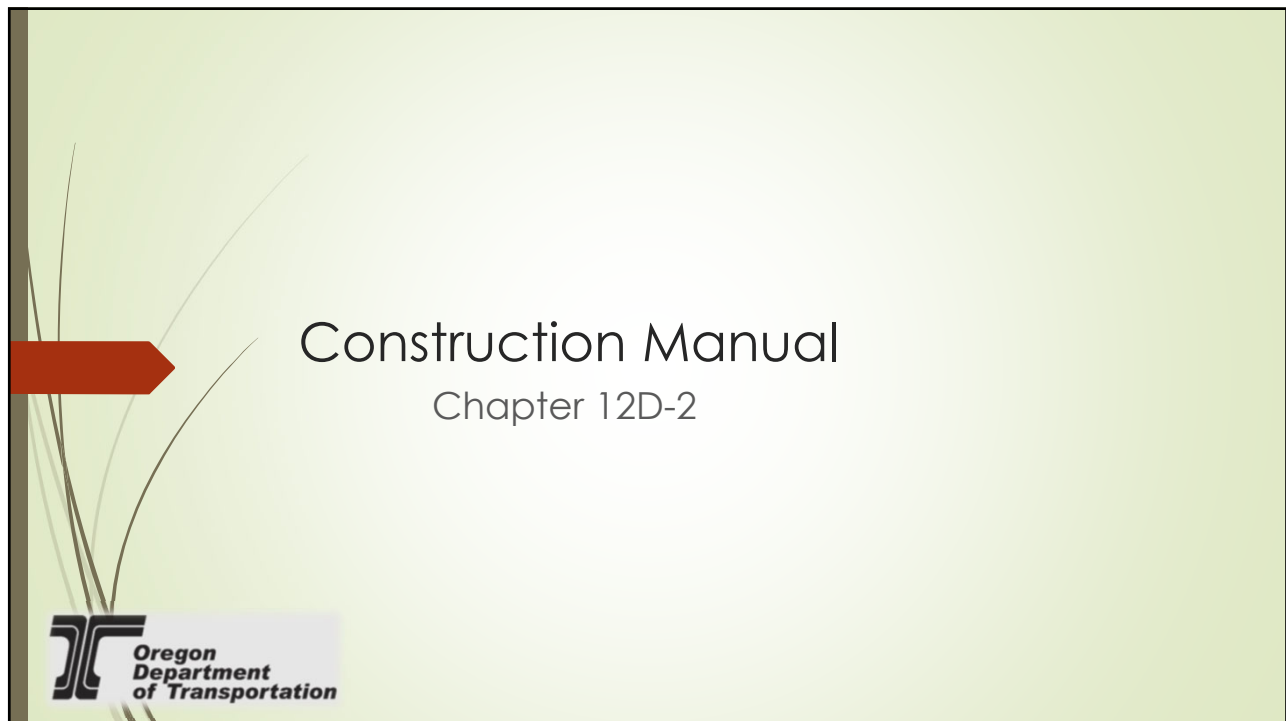




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## 12D-2 Quantity Documentation

12D-2

The written evidence to support progress payments, and eventually final payment, consists of “**source documents**” with appropriate signed and dated calculation sheets showing the quantities of Work completed or accepted. For progress payments on lump sum items, a signed and dated source document must verify the amount of Work completed and correspond to an appropriate lump sum breakdown, or schedule, approved by the Resident Engineer (RE) and generally submitted by the Contractor.



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## A. Source Documents

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Source documents must be prepared  
in a clear manner such that  
a person who has never been on the Project  
and knows nothing about the Work  
should be able to follow what is being paid for and why.

**“Source documents”**  
are the field notes, calculations, receipts,  
invoices, and reports used to determine project pay quantities.

Acceptable source documents generally do not exceed a single pay  
period and shall include the following:




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## 1. Project Identification

There must be sufficient identification on each document to clearly identify on which Project the Work was done. If the document is large enough, both the Project name and Contract number should appear on each document, including those documents prepared by the Contractor, Supplier, or manufacturer.

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## 2. Pay Item Identification

Project Pay Item number(s) and, if appropriate, the item name.  
The source document must also indicate the proper Participation Indicator (sub-job) to which the Work is to be charged if more than one Participation Indicator could be used for that Pay Item.

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### 3. Validation

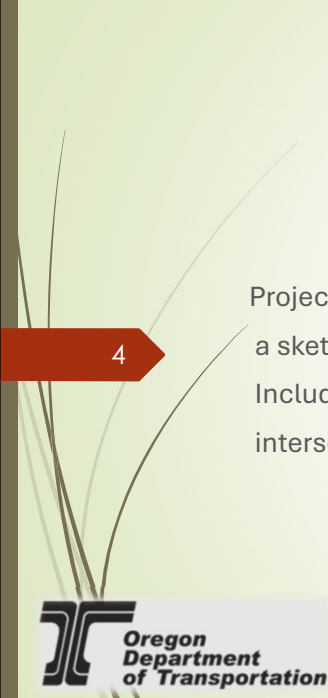
Verifying statement that the item was actually:

- Installed
- Performed
- Re-measured
- Furnished
- Completed
- Received
- Accepted




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### 4. Specific Location of Installation

Project station(s) and, when appropriate to clarify or explain measurements, a sketch of the installation to show measurements or as-constructed details. Include additional information, such as Bridge number or stream, intersection, street, or road names (if applicable).



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## 5. Dates

Date(s) the source document was prepared, validated, checked, and (when appropriate) the date(s) of the Work.

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## 6. Signatures

- Signatures for each person that prepared, validated, and checked the document.
- If the checker finds an error in the original information, the checker should have the original preparer review and confirm the correction.
- Source documents shall show the signature of the person making the entries and the names of other members of the crew involved in obtaining the information on the note.
- Payments should not be posted until the document has been checked by a second person.
- Prepare the source document at the time and place of delivery, performance, installation, or measurement of the Pay Item.
- Line out, rather than erase, incorrect entries on a source document. Validate alteration of data by date and signature.
- If one person makes all of the changes and the affected documents are bound, a single validation statement is sufficient.

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*Construction Manual Chapter 12D-2*

*To be continued...*

*In AASHTOWare*

