

West Virginia Division of Highways
Administrative Operating Procedures
Section II, Chapter 5

Section Title: ACCOUNTING

Chapter Title: REIMBURSABLE AUTHORIZATIONS

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- I. **INTRODUCTION**

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The purpose of this chapter is to prescribe methods to be used in the obligation of reimbursable authorizations and to define the documents required prior to obligation. It also establishes the billing methods to be used, provides an accounting adjustment routine, and defines those processing steps required of each Division of Highways organization.

Reimbursable authorizations, as part of the Division of Highways' accounting system, provide a means for internal control, management review, and approval and identification of financial responsibility for specific kinds of projects. A reimbursable authorization is established whenever Highways' personnel, equipment, and materials are used to perform projects for other agencies, public bodies, etc., or in some cases for private companies when funded by them and when beneficial to the DOH and the state. Whenever there has been an incident

that results in damages to DOH property (buildings, guardrail, vehicles, etc.) another type of reimbursable authorization, called a reimbursable claim, is established and its procedures are provided in Chapter 8 of this Section.

No production work for a reimbursable authorization project can be done before the project is approved. Afterwards, all productive payroll, payroll additive, equipment rental, materials, and any other productive costs incurred in project performance must be directly charged to the reimbursable authorization. Overhead costs, such as clerical, typing, general supervision, etc., will not be directly charged. These costs are recovered through the application of a Reimbursable Authorization Administrative Rate to the total project cost. (See Chapter 5 of this volume for the latest rate.)

While DOH policy is to charge and bill for all costs incurred, care must be taken so that only those costs directly attributable to the project are charged the reimbursable authorization. This caution is particularly important for labor costs. Chargeable or productive labor is determined by the nature of the work

performed; for example, a District Fridge Engineer is performing a chargeable service if he or she is reviewing a bridge damage site to determine the corrective action required. However, the same individual is performing an overhead function or non-chargeable service when reviewing the status of the repair work in his or her normal supervisory capacity.

The following parts of this chapter state the policies and prescribe the processes required for reimbursable projects, encroachment permits, and emergency services. Each situation requires specific prerequisites and all require the preparation of documentation to establish the reimbursable authorization. Any type of project requested or contemplated which is not, at least generally, described in the chapter must be referred to Highway Operations Division prior to initiation.

II. POLICIES FOR REIMBURSABLE PROJECTS OR EQUIPMENT RENTAL – ACCOUNT 4087

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Work properly chargeable to account 4087 is deemed as an accounts receivable and, as such, is not a reduction in the maintenance allocation. However, costs, which cannot be collected, will be charged to the allocation by accounting adjustment. Adherence to this Procedure will ensure that such occurrences are few.

It must be understood that it is not the policy of the Division of Highways to compete with any local firm or to engage in any work, which might properly be performed by a private company. Such projects are to be initiated only when the nature, size, or location of the work to be performed is such that private firms are not interested or available, or when excessive prices would prevail because of “move-in, move-out” costs. Furthermore, such work is to be considered only if it

can be done without detrimental effect on the planned duties of the DOH organization performing the work.

Generally, all such work should be performed on weekends or holidays, or after the regular workweek has been completed.

The recipients of such work must be fully informed that they will be responsible for full payment of all costs, direct and indirect, incurred in performance of the project. It is advisable to prepare cost estimates and agreements which are indicative of the cost of the work to be performed as the recipient of the work, through their budgetary process, may find it difficult to reimburse the DOH for cost overruns.

A. PROJECTS OR EQUIPMENT RENTAL TO POLITICAL SUBDIVISIONS, PUBLIC BODIES, QUASI PUBLIC BODIES & INDIVIDUALS (COUNTY COURTS)

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Generally this type of work encompasses paving streets, painting centerlines, or other small jobs of a like nature. Usually, they are performed at locations where state equipment and manpower is located nearby. All activity involving manpower, equipment, and materials used for the benefit of any of the above listed bodies must be properly authorized. The requestor will be required to provide certified securities (check, bond, or money order) to cover the estimated cost of the work to be performed.

1. Reimbursable work will not be performed for (unrepresented) individuals by the DOH. In the event that an individual, or a groups of individuals, requests that the DOH perform work and the required resources are available at the required place and time, the individuals are to be directed to have the County Court intercede for them. The individuals will be required to provide certified securities (check, bond, or money order) to the County Court in these cases.
2. Equipment owned by the DOH may occasionally be rented to any of the above referenced groups if circumstances warrant. A DOH operator must be used with rolling equipment. Payment of the full cost of the equipment rental rate and the operator's pay (plus the applicable payroll additive and administrative additive) will be required from the renting agency or body. The requestor will be required to provide certified securities (check, bond, or money order) to cover the estimated cost of rental.

B. PROJECTS OR EQUIPMENT RENTAL TO STATE AGENICES

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This type of work is generally for paving of parking lots, grading, erection of signs, or other small jobs. DOH labor, equipment, and (upon occasion) materials may be required for job performance. Also, DOH equipment may occasionally be

rented to various State agencies, subject to the provisions in “II.A.2.,” above. All such activities must be properly authorized prior to initiation. In these cases, certified securities are not required.

III. PROCESSES FOR REIMBURSABLE PROJECTS OR EQUIPMENT RENTAL – ACCOUNT 4087

A. PREREQUISITES FOR PROJECTS OR EQUIPMENT RENTAL

Each of the following steps must be performed prior to starting work on any proposed project.

1. District Maintenance or Highway Operations Division will prepare an estimate (quantity and cost) of manpower, equipment, and materials required, and determine whether these can be made available. The payroll additive and administrative additive must be considered in this cost computation.
2. District Maintenance or Highway Operations Division will prepare a proposed agreement or contract between DOH and the requestor. This proposed agreement or contract will be submitted, along with a cost estimate, to the requesting body if the required manpower, etc., can be made available. A certified resolution or order (certified copy of the agreement or contract) must be obtained (not required for State Agencies) providing evidence that the contemplated work has been approved by the requestor. This agreement or contract is not to be executed at this time.
3. District Maintenance will transmit the proposed agreement and the resolution or order to Highway Operations Division.
4. Highway Operations Division will review this submission for adherence to general policy and for possible schedule conflicts. If approved, the submission will be transmitted to Finance Division.
5. Finance Division will review the accounts receivable standing of the requestor. If a debt of long standing is unpaid, the requestor will be contacted any an inquiry made pertaining to this debt. The Business Manager will be supplied with the results of the inquiry.
6. The Business Manager will review the data submitted by Finance Division with appropriate DOH officials and the Commissioner, returning the agreement to Finance Division with instructions to continue the approved process, or else with notification that the agreement will not be executed.
7. If approved, Finance Division will transmit the agreement and resolution to Legal Division.
 - a. Legal Division will review the agreement and resolution as to form, returning it to Highway Operations Division, noting approval or corrections required.

- b. Highway Operations Division will transmit the agreement and resolution to the originating District, if approved, for execution by the
 - c. requestor. If corrections are required, these will be transmitted with explanatory notations.
 - d. District Maintenance will make agreement corrections or obtain corrected resolution, if required.
 - e. District Maintenance will submit the approved agreement (original and four copies) to the requestor for execution. If required, a certified security in an amount sufficient to cover the estimated cost of the work is obtained.
 - f. District Maintenance or Highway Operations Division will prepare an authorization (Form BF-98) in original only for the work to be performed, and transmit the BF-98 to the District Comptroller (or designee). (Examples of Form BF-98's for reimbursable projects may be found in the "Exhibits" at the end of this chapter.)
 - g. The District Comptroller will review the authorization for procedural compliance and, if correct, transmit the BF-98, the executed agreement, and the certified resolution (if required) to Highway Operations Division along with the security, if approved.
 - h. Highway Operations Division will receive the authorization (Form BF-98) and attachments, approving and assigning a number to the initial authorization, and transmit the check or money order to Finance Division. The authorization and other attachments will be held until the Commissioner has executed the agreement.
 - i. Finance Division will receive the authorization and attachments and establish an authorization computer file.
 - j. Finance Division will make copies of the authorization and attachments and send one copy each to Highway Operations Division, the controlling organization, and the originating organization.
 - k. When the District Comptroller (or designee) receives the approved, numbered authorization and attachment, work may then be initiated and costs incurred. All eligible costs must be charged to Account Number 4087, the assigned Authorization Number, Activity Code, Object Code, and the applicable Receiving Organization Number.
8. If the agreement is disapproved, Highway Operations Division will return the agreement to the originator.

B. SUPPLEMENTALS

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Supplemental authorizations and closures must follow the step-by-step process as outlined in this section.

1. District Maintenance or Highway Operations Division will:
 - a. Prepare a supplemental estimate (quantity and cost) of manpower, equipment, and materials required, and determine whether these can be made available. District records, computer reports, and knowledge of the job must be used in a continuing review for this purpose.
 - b. Prepare a supplemental agreement or contract (original and four copies) between the DOH and the requestor. Submit it along with the supplemental cost estimate to the requesting body. A certified Resolution or Order (certified copy of the agreement or contract) must be obtained, providing evidence that the supplemental work has been approved by the requestor. The agreement or contract is to be executed at this time by the requestor.
 - c. Prepare the supplemental authorization (original only) to increase funds as required. The supplemental authorization must be received approved prior to incurring cost in excess of the original authorized amount. It is to be transmitted to the District Comptroller (or designee).
2. The District Comptroller (or designee) will review the supplemental authorization for procedural compliance. If correct, the supplemental authorization will be transmitted, along with the agreement and certified resolution or order, to Highway Operations Division, together with any required securities.
3. Highway Operations Division will review the supplemental authorization and attachments. The supplemental agreement will be transmitted to Legal Division, with the supplemental authorization and other attachments remaining at Highway Operations Division.
4. Legal Division will review the supplemental agreement as to legal form and return it to Highway Operations Division, noting approval or required corrections.
5. If the supplemental agreement is approved, Highway Operations Division will forward it to the Commissioner for execution. Upon receipt of the executed supplemental agreement, Highway Operations Division will transmit it to Finance Division, along with the supplemental authorization and all other attachments.
6. Finance Division will enter the supplemental authorization into the REMIS System authorization file, make copies, and distribute one each to Highway

Operations Division, the controlling organization, and the originating organization.

7. The District Comptroller, or designee, will (as the controlling organization) receive the approved supplemental authorization and attachments. At this point, the work may be continued and additional cost incurred.

C. CLOSURES

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1. District Maintenance or Highway Operations Division will prepare a Financial End Date Adjustment and Project Completion Notification (Form BF-150) upon notification of the job's completion, reconcile District records and computer reports, and transmit the original copy of the closure to the Comptroller.
2. The District Comptroller will transmit the original copy of this closure to Finance Division.
3. Finance Division will update the authorization files and the REMIS system and then transmit the closure to the Business Manager.
4. The Business Manager will approve the adjusted closure and transmit it back to Finance Division.
5. Finance Division will enter the adjusted closure into the REMIS System and distribute one copy each to Highway Operations Division, the controlling organization, and the originating organization. Finance Division will also:
 - a. Prepare the invoice and send the billing to the reimbursor (requestor),
 - b. Close the authorization file upon receipt of payment from the requestor,
 - c. Update the accounts receivable reimbursable report,
 - d. Perform appropriate accounting adjustments prior to closure with notification to the District Comptroller or Highway Operations Division,
 - e. And notify Legal Division of all accounts receivable unpaid after 120 days from billing.
6. Legal Division will review any such account that is more than 120 days delinquent. If recommended for adjustment, the Director of Legal Division will sign a memo to that effect and submit to the Business Manager.
7. The Business Manager will approve or disapprove the memo, transmitting the original memo to Finance Division and one copy to the Commissioner.

8. If the adjustment is approved, Finance Division will adjust the accounts receivable records and increase the maintenance expense of the originating organization. Finance will submit a copy of the journal voucher (used in the adjustment) to the originating organization.
9. The District Comptroller or Highway Operations Division will ensure that Finance Division has entered the journal voucher into the REMIS system and close the District records upon receipt of closure notification.

IV. POLICIES FOR INSPECTION OF ENCROACHMENT PERMITS – ACCOUNT 4087

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An Encroachment Permit (Form MM-109) must be obtained from the DOH by any individual, firm, or agency whenever any opening is to be made in a state highway or on Highway's right of way; or whenever a structure in, on, or over the right of way is to be constructed, modified, or removed (examples of completed MM-109s may be found under "Exhibits," at the end of this chapter). In short, work of any nature performed within the Division of Highways' right of way by anyone other than the DOH requires an encroachment permit.

General policy mandates that all work performed under a permit requiring inspection is to be supervised by DOH inspectors to ensure that the permit requirements are adhered to and that the right of way is restored to the same or better condition as existed when the work was initiated. The cost of DOH salaries, equipment rental, payroll additive rates, administrative rates, and any other expense incurred in inspection of work performed under permits must be reimbursed by the individual, firm, or agency requesting the permit. A reimbursable authorization, Form BF-98, must be processed for all such work when the estimated inspection requires more than eight man-hours. Examples of BF-98's for reimbursable projects may be found in the "Exhibits," at the end of this chapter.

All types of Encroachment Permits require that sketches, plans, etc., be submitted with the permit. The applicable DOH manuals prescribe exact requirements for each type of permit activity. It is the applicant's responsibility to obtain any other permits from the appropriate agencies.

V. PROCESSES FOR INSPECTION OF ENCROACHMENT PERMITS – ACCOUNT 4087

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A. PREREQUISITES FOR INSPECTION OF ENCROACHMENT PERMITS

1. District Maintenance will perform the following before initiation of an encroachment permit inspection.

- a. Determine whether the inspection is to be full time, part time, or periodic by estimating the inspection man-hours required. If less than eight, check the periodic "No Cost" block on the permit. In these instances, a reimbursable authorization is not required.
 - b. If the "Full Time" or "Part Time" block is checked, prepare a cost estimate of the inspection. Payroll, equipment rental, etc., as well as the required additives, are to be included.
 - c. Complete the permit and have it executed by the owner or an authorized representative of the firm. Explain all pertinent regulations as outlined in the Maintenance Manual.
 - d. Obtain certified securities (check, bond, or money order) or the number (identity) of the blanket or continuing bond (if applicable), and required plans, sketches, etc.
 - e. Prepare an authorization (Form BF-98, original only), when required, for the work to be performed. Transmit this to the District Administrator with the executed permit and other attachments.
2. Upon receipt, the District Administrator (or designee) will review the permit, securities, and other required attachments prior to signature. The District Administrator has authority to execute all permits except the following:
 - a. Commercial approaches such as to service stations, restaurants, motels, shopping centers, etc.,
 - b. Any encroachment on controlled access highways,
 - c. Any highway project in the design or construction phase except those projects which were designed entirely by the District,
 - d. Any grading, landscaping, or erections of signs on highway right of way,
 - e. And any type of encroachment, the details of which are not sufficiently covered by the Commissioner's Rules and Regulations or on which the District Administrator may require additional consultation or advice from specialists in the various organizations of the DOH.

In the case of any of the preceding exceptions, the permit and attachments must be transmitted to Highway Operations Division for Approval.

3. After reviewing and approving Form BF-98 and the permit, the District Administrator will transmit these documents to the District Comptroller or Highway Operations Division (permits prepared by either the Central Office or by a District must be transmitted to Highway Operations Division).

4. The District Comptroller (if in receipt of the BF-98 and permit) will review the documents for procedural compliance. If correct, the District Comptroller will transmit the authorization (form BF-98) and the executed permit along with the check, money order, or bond (if required) to Highway Operations Division, while retaining copies of all documents in the District's files.
 - An authorization number must be obtained from Highway Operations Division for those permits deemed emergencies and requiring District approval only. The Form BF-98 and attachments must be processed within ten days (the assigned number must be included on the BF-98).
5. Highway Operations Division will review the Form BF-98 and attachments, independently and/or with any other divisions involved with the contemplated permit activity.
6. If correct and agreeable, Highway Operations Division will assign an Authorization Number and recommend the permit for approval, then transmit the BF-98 and attachments to Finance Division.
7. Finance Division will review the accounts receivable standing of the applicant. If a debt on long standing is unpaid, the applicant will be contacted for inquiry. The results of this inquiry will be presented to the Business Manager, along with the authorization.
 - The Business Manager will review the submitted data with the Commissioner and other appropriate DOH officials. The authorization will then be returned to Highway Operations Division with instructions to continue the approval process or that the authorization will not be approved.
8. If there are not longstanding debts, or if instructed to do so by the Commissioner, Highway Operations Division will approve the authorization. If returned disapproved, the authorization and permits will be returned to the originator with an explanatory memorandum.
9. Finance Division will establish an authorization computer file upon receipt of the approved authorization. Finance will retain the approved authorization and make copies for distribution to Highway Operations Division, the controlling organization (District Comptroller), and the originating organization (if different).
10. With the District Comptroller's receipt of the approved authorization, work may be initiated and costs incurred. All eligible costs must be charged to Account Number 4087, the applicable activity code, and the applicable receiving Organization Number.

B. SUPPLEMENTALS FOR INSPECTION OF ENCROACHMENT PERMITS

Supplemental authorizations, closure authorizations, and bond releases will be processed as explained in this section.

1. District Maintenance will prepare a supplemental authorization (original only) to increase funds as required and submit it to the District Administrator. A supplemental authorization must be approved prior to incurring costs in excess of the originally authorized amount.
2. The District Administrator will review the supplemental authorization and availability of funds. If funds (securities) are insufficient, the applicant will be asked to increase securities prior to approval. The supplemental authorization will then be submitted to the District Comptroller.
3. The District Comptroller will review the supplemental authorization for procedural compliance. If correct, it will be transmitted to Highway Operations Division along with the increased securities. A copy will be retained and added to the existing District file.
4. Highway Operations Division will review the supplemental authorization and attachments and, if approved, submit them to Finance Division.
5. Finance Division will enter the supplemental authorization into the REMIS system and update the authorization file, keeping the original supplemental and transmitting one copy each to Highway Operations Division, the controlling organization (District Comptroller), and the originating organization (if not the District).
6. When the District Comptroller receives the approved supplemental authorization and attachments, work may be continued and costs incurred.

C. CLOSURE & BOND RELEASE FOR INSPECTION OF ENCROACHMENT PERMITS

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1. District Maintenance or Highway Operations Division will prepare the closure authorization (Form BF-98) upon notification of job completion, reconcile District records and computer reports, and transmit the original copy of closure to the District Comptroller.
2. The District Comptroller will keep one copy of the closure authorization and transmit the original copy to Finance Division.
3. Finance Division will log the closure authorization and submit it to the Business Manager.
4. The Business Manager will review and approve the closure, adjusting it if necessary, and return it to Finance Division.

5. Finance Division will:
 - a. Enter the adjusted closure authorization into the REMIS system, retain the original, and submit copies to Highway Operations Division, the controlling organization, and the originating organization;
 - b. Prepare the invoice and send the billing monthly to the reimburer;
 - c. Close the authorization file upon receipt of payment from the reimburer;
 - d. Update the accounts receivable report;
 - e. And perform appropriate accounting adjustments prior to closure, with notification to the District Comptroller or Highway Operations Division.
6. If the surety or applicant requests an Encroachment Bond Release, Highway Operations Division will transmit the request to District Maintenance for review and approval.
7. District Maintenance will ensure that DOH facilities have been restored to the proper condition by the applicant after work completion and initiate the Encroachment Bond Release (Form MM-75), if necessary.
8. District Maintenance will then transmit the Encroachment Bond Release (Form MM-75), with their recommendation to release or hold it, to Highway Operations Division.
9. If the Bond is to be released, Highway Operations Division will submit the Form MM-75 to Finance Division with the recommendation to release.
10. Finance Division will review the accounts receivable file to determine the status of the applicant and verify that all payments have been received. If they have been, the Director of Finance Division will sign the MM-75. If payment has not been received, Finance Division will not release the bond at this time, and will:
 - a. Notify Highway Operations Division, and
 - b. Notify Legal Division of all accounts receivable unpaid within 120 days of billing.
11. The Director of Legal Division will review any unpaid accounts receivable and consider adjustment. If recommended for adjustment, the Director of Legal Division will sign a memo to that effect for each adjustment and submit the originals and one copy to the Business Manager.
12. The Business Manager will approve or disapprove each memo for adjustment, transmitting the originals to Finance Division and copies to the Commissioner.

13. Finance Division will adjust the accounts receivable, increase the maintenance expense of the originating organization, and submit a copy of the Journal Voucher to the originating organization.
14. The District Comptroller or Highway Operations Division will review the REMIS system to ensure the Journal Voucher had been posted to increase the maintenance expense to date and reduce the unexpended balance of allocation, and then close the District records upon receipt of closure notification.

VI. PROCESSES FOR EMERGENCY SERVICES ORDERED BY THE GOVERNOR

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The Governor has the authority to order the DOH to perform work immediately in emergency situations. At a later date, billing and collection procedures may be implemented for each individual emergency. However, prior to that, the following steps will be taken to deal with these situations.

A. PREREQUISITES FOR EMERGENCY SERVICES ORDERED BY THE GOVERNOR

The Executive Division will, upon notification of an emergency from the Office of the Governor of the Office of Emergency Services, initiate these process steps.

1. Highway Operations Division will notify the District or Division of the emergency situation and to proceed with the necessary work to eliminate the emergency situation. Then, Highway Operations Division will prepare a Verbal Authorization Form (BF-98C) and submit it to Finance Division for entry into the REMIS System (the notification will be later documented, if necessary, by a memorandum from the Office of the Governor to the Commissioner of Highways).
2. Upon receipt of the notifications of the emergency, the affected Division or District Maintenance Section will do the following.
 - a. Prepare an estimate (quantity and cost) of manpower, equipment, and materials required and determine which Maintenance force can be made available. Payroll additives and administrative additives (only for Account Number 4073) must be considered in the cost computation.
 - b. Prepare an authorization (Form BF-98) and an expenditure closure (Form BF-150) for the work to be performed. Transmit the authorization to the District Comptroller.
 - c. The District Comptroller or Division will review the authorization for procedural compliance, establish a file, and transmit the file to Highway Operations Division.

3. Highway Operations Division will review the authorization (Form BF-98) and attachments for procedural compliance and, if satisfactory, will recommend it and forward the BF-150 to Finance Division and the BF-98 through the Business Manager and Depute State Highway Engineer – Operations.
4. Finance Division will establish an emergency authorization computer file, and will distribute copies of the authorization and attachments to Highway Operations Division, the controlling organization, and the originating organization.
5. The affected District or Division (originating organization) will charge all eligible costs to Account Number 4073 (for water hauling) and/or Account Number 4083 (for off-system road work), the assigned Authorization Number, the applicable Activity Code and Object Code, and the Receiving Organization Number.

B. SUPPLEMENTAL & CLOSURE FOR EMERGENCY SERVICES ORDERED BY THE GOVERNOR

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1. The affected District or Division will submit a memorandum to Highway Operations Division requesting additional funds or a time extension, and will prepare a supplemental authorization(s) to increase District or Division funds as required throughout the life of the job. District (or Division) records, computer reports, and knowledge of the job must be used in a continuing review for this purpose.
2. The District will transmit the supplemental authorization and attachments to the District Comptroller.
3. The District Comptroller (or the Division) will add a copy to the existing file and transmit the supplemental authorization to Highway Operations Division.
4. Highway Operations Division will recommend and transmit copies of the supplemental authorization to the Business Manager and the Deputy State Highway Engineer – Operations for approval.
5. The approved supplemental authorization will be submitted to Finance Division, who will update the authorization files and distribute copies of the supplemental authorization to Highway Operations Division, the controlling organization, and the originating organization.
6. After receiving their copy, the District or Division will continue charging eligible costs to Account Number 4073 or 4083 and the assigned Authorization Number.

7. District records and computer reports are to be reconciled. A copy of the authorization closure (Form BF-98B) will be transmitted to the District Comptroller or Division.

VII. POLICIES FOR REIMBURSABLE PROJECTS FOR INDUSTRIAL OR COMMERCIAL FIRMS

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The DOH occasionally enters into agreements with industrial or commercial firms to perform work. In all cases, this type of activity is limited to Highways' right of way and is occasioned by either the specialized nature of work, such as placement of signs or traffic signals to ease congestion, or by a cooperative effort between the DOH and a firm to repair a road which is essential to the firms' activities and beneficial to the DOH.

A formal agreement is required and the firm must provide the DOH with a certified check or surety bond for their share of the work to be performed.

The process to be used for these projects is dependent upon their nature; that is, whether it is a construction project (the erection of a new sign or signal or an upgraded sign or signal facility, or construction of a new road or upgrading of a road to a higher standard) or maintenance (the erection of a like sign or signal, or the restoration or repair of a road to its original condition).

A. CONSTRUCTION

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Projects funded wholly, or in part, by industrial or commercial firms, which are beneficial to the Division of Highways, may be performed only upon approval of the Program Review Committee. Such projects require a formal agreement between the DOH and the firm, and a certified check or bond must accompany the authorization.

These projects will be authorized (obligated), supplemented and closed as prescribed in the DOT Administration Procedures, Volume II, Chapter 10 ("Obligation of Construction Project Funds"). Form BF-98 will be used for authorization (examples may be found under "Exhibits," at the end of this chapter). The establishing of accounts receivable will be accomplished by Finance Division. The account number will not be 4087, but which is prescribed by the Program Review Committee.

B. MAINTENANCE

Maintenance projects funded jointly by the DOH and a commercial or industrial firm, which are beneficial to Highways may be performed, provided that the provisions of this chapter are adhered to, with the following exceptions.

1. Account Number 4087 will not be used; rather, all Division of Highways costs will be charged to a special maintenance account and to the authorization number assigned by Highway Operations Division.
2. All reimbursement will be credited to the assigned special maintenance account and authorization number.
3. The originating organization will be notified immediately or reimbursement received.

VIII. **EXHIBITS – EXAMPLES OF FORM BF-98'S FOR
REIMBURSABLE PROJECTS AND FORM MM-109'S**

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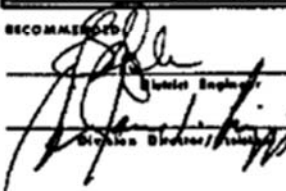

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<small>FORM H-11 REV. 10-15-86</small> AUTHORIZATION WEST VIRGINIA DEPARTMENT OF HIGHWAYS PROGRAM REIMBURSABLE										<small>AUTHORIZATION NO.</small> PM0281R	
<small>PHASE</small>	<small>STATE FUND</small>	<small>FUND. SYS.</small>	<small>IDEAL OF ROAD</small>	<small>BRIDGE ROADWAY OTHER</small>	<small>DATE</small>	<small>CONTR. NO. OR</small>	<small>ACCT. NO.</small>				
C	1	U		<input checked="" type="checkbox"/>	05-16-97	0093	4787				
<small>DISTRICT</small>	<small>COUNTY</small>	<small>ROUTE NO.</small>	<small>DATE OF REG. AUTH.</small>	<small>FEDERAL PROJECT NO.</small>	<small>WORK CAT.</small>						
State-wide	State	U	N/A	N/A	40						
<small>TERMIN/DESCRIPTION</small>				<small>PROJECT LENGTH</small>	<small>STATE PROJECT NO.</small>	<small>SEC.</small>					
Assist movement of 16' wide mobile homes					00001	DEM / DE N. 0000					
				<small>ADM. RATE</small>	<small>PERMIT NO. / CLAIM NO.</small>						
				10%							
<small>WORK TO BE PERFORMED BY</small>				<small>CODE</small>	<small>TYPE OF AUTHORIZATION:</small>		<input checked="" type="checkbox"/> <small>INITIAL</small>				
Weight Enforcement				000	<input type="checkbox"/> <small>SUPPLEMENTAL NO.</small>		<input type="checkbox"/> <small>CLOSURE</small>				
<small>DETAILED DESCRIPTION OF WORK</small>											
Provide state personnel and equipment to assist movement of 16' wide mobile homes											
<small>EST. START DATE</small> 01 / 01 / 97 <small>EST. COMP. DATE</small> 12 / 31 / 97											
ESTIMATE OF WORK											
<small>ITEM</small>	<small>DESCRIPTION</small>				<small>UNIT</small>	<small>QUANTITY</small>	<small>UNIT PRICE</small>	<small>AMOUNT</small>			
	Personnel and Equipment				LS	LS	LS	\$ 5,000.00			
SEND BILLING TO: Kermit O'Dell c/o Frontier Homes 417 Main Street Summersville, WV 26651											
TOTAL								\$ 5,000.00			
<small>FUND NO.</small>	<small>SOURCE</small>	<small>AMOUNT PREVIOUSLY AUTHORIZED</small>	<small>AMOUNT ON THIS REQUEST</small>	<small>TOTAL AMOUNT AUTHORIZED</small>	<small>DOES THIS REQUEST COMPLETE THE AUTHORIZATION OF ALL WORK FOR THIS PHASE?</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
	STATE										
	FEDERAL										
	FEDERAL										
	FEDERAL										
	OTHER*	-0-	\$ 5,000.00	\$ 5,000.00							
<input checked="" type="checkbox"/>	TOTAL	-0-	\$ 5,000.00	\$ 5,000.00							
<small>*Source 00 or 000 code</small>											
<small>DISTRIBUTION -</small> <input type="checkbox"/> PC <input type="checkbox"/> CB <input type="checkbox"/> MD <input type="checkbox"/> WO <input type="checkbox"/> K <input type="checkbox"/> OI <input type="checkbox"/> BPC <input type="checkbox"/> ISO <input type="checkbox"/> MH <input type="checkbox"/> WH <input type="checkbox"/> D <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> -											
<small>RECOMMENDED:</small> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <small>Deputy Assistant Director</small> </div> <div style="flex: 0.5; border: 1px solid black; padding: 2px;"> <small>OR</small> <small>CB</small> <small>MD</small> </div> <div style="flex: 1;"> <small>Commissioner/State Highway Engineer</small> </div> </div>				<small>APPROVED:</small> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <small>Commissioner/State Highway Engineer</small> </div> <div style="flex: 1;"> <small>DATE</small> MAY 19 1997 </div> </div>							
<small>FOR FINANCE DIVISION USE ONLY</small>											
<small>TYPE</small>	<small>BILL</small>	<small>PCT.</small>	<small>ADD. PCT.</small>	<small>MAX/ LUMP SUM</small>	<small>CUSTOMER NUMBER</small> ER0H0M01						
<small>AUTHORIZATION NO. PM0281R</small>											

<small>FORM H-11 REV. 10-15-86</small> AUTHORIZATION WEST VIRGINIA DEPARTMENT OF HIGHWAYS PROGRAM REIMBURSABLE										<small>AUTHORIZATION NO.</small> PM0281R	
<small>PHASE</small> C	<small>STATE FUND</small> 1	<small>FUND. SYS.</small> U	<small>IDEAL OF ROAD</small> <input type="checkbox"/>	<small>BRIDGE ROADWAY OTHER</small> <input checked="" type="checkbox"/>	<small>DATE</small> 05-16-97	<small>CON. NO. NO.</small> 0093	<small>ACCT. NO.</small> 4787				
<small>DISTRICT</small> State-wide	<small>COUNTY NAME NO.</small> U	<small>ROUTE NO.</small> U	<small>DATE OF REG. AUTH.</small> N/A	<small>FEDERAL PROJECT NO.</small> N/A	<small>WORK CAT.</small> 40						
<small>TERMIN/DESCRIPTION</small> Assist movement of 16' wide mobile homes				<small>PROJECT LENGTH</small>	<small>STATE PROJECT NO.</small> 0001	<small>DEF. / DE. N. 0000</small>	<small>SEC.</small>				
				<small>ADM. RATE</small> 10%	<small>PERMIT NO. / CLAIM NO.</small>						
<small>WORK TO BE PERFORMED BY</small> Weight Enforcement				<small>CODE</small> 00	<small>TYPE OF AUTHORIZATION:</small> <input type="checkbox"/> SUPPLEMENTAL NO. _____			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> CLOSURE			
<small>DETAILED DESCRIPTION OF WORK</small>											
Provide state personnel and equipment to assist movement of 16' wide mobile homes											
<small>EST. START DATE</small> 05 / 01 / 97 <small>EST. COMP. DATE</small> 12 / 31 / 97											
ESTIMATE OF WORK											
<small>ITEM</small>	<small>DESCRIPTION</small>				<small>UNIT</small>	<small>QUANTITY</small>	<small>UNIT PRICE</small>	<small>AMOUNT</small>			
	Personnel and Equipment				LS	LS	LS	\$ 5,000.00			
SEND BILLING TO: Kermit O'Dell c/o Frontier Homes 417 Main Street Summersville, WV 26651											
TOTAL								\$ 5,000.00			
<small>FUND NO.</small>	<small>SOURCE</small>	<small>AMOUNT PREVIOUSLY AUTHORIZED</small>	<small>AMOUNT ON THIS REQUEST</small>	<small>TOTAL AMOUNT AUTHORIZED</small>	DOES THIS REQUEST COMPLETE THE AUTHORIZATION OF ALL WORK FOR THIS PHASE? <input type="checkbox"/> YES <input type="checkbox"/> NO						
	STATE										
	FEDERAL										
	FEDERAL										
	FEDERAL										
	OTHER*	-0-	\$ 5,000.00	\$ 5,000.00							
<input checked="" type="checkbox"/>	TOTAL	-0-	\$ 5,000.00	\$ 5,000.00							
<small>*Source 00 is type code</small>											
<small>DISTRIBUTION -</small> <input type="checkbox"/> PC <input type="checkbox"/> CB <input type="checkbox"/> MD <input type="checkbox"/> WO <input type="checkbox"/> K <input type="checkbox"/> OI <input type="checkbox"/> BPC <input type="checkbox"/> ISO <input type="checkbox"/> MH <input type="checkbox"/> MB <input type="checkbox"/> D <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> -											
<small>RECOMMENDED:</small> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <small>Deputy Assistant Director</small> </div> <div style="flex: 0.5; border: 1px solid black; padding: 2px; text-align: center;"> <small>OR</small> <small>CB</small> <input checked="" type="checkbox"/> <small>MD</small> <input type="checkbox"/> <small>WO</small> <input type="checkbox"/> </div> <div style="flex: 1;"> <small>APPROVED:</small> <small>Commissioner/State Highway Engineer</small> <small>DATE</small> MAY 19 1997 </div> </div>											
FOR FINANCE DIVISION USE ONLY											
<small>TYPE</small>	<small>BILL</small>	<small>PCT.</small>	<small>ADD. PCT.</small>	<small>MAX. LUMP SUM</small>	<small>CUSTOMER NUMBER</small> FR0H0M01						
<small>AUTHORIZATION NO.</small> PM0281R											

AUTHORIZATION										AUTHORIZING NO.	
WEST VIRGINIA DEPARTMENT OF HIGHWAYS											
PROGRAM REIMBURSEMENT											
PHASE C	STATE FUND 1	FISC. SYS. U	ROAD OR BRIDGE <input type="checkbox"/>	BRIDGE ROADWAY OTHER <input checked="" type="checkbox"/>	DATE 05-16-97	CON. NO. OR NO. 93	ACCT. NO. 4787				
DISTRICT State-wide	COUNTY NAME NO.	ROUTE NO. U	DATE OF RES. AUTH. N/A	FEDERAL PROJECT NO. N/A	WORK CAT. A1						
ITEM/DISPOSITION			PROJECT LENGTH	STATE PROJECT NO.	SEC.						
Assist movement of 16' wide mobile homes				ADJ. RATE 1/1%	PERMIT NO. / CLAIM NO.						
WORK TO BE PERFORMED BY Weight Enforcement			CODE CM	TYPE OF AUTHORIZATION: <input type="checkbox"/> SUPPLEMENTAL NO.			<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> CLOSURE			
DETAILED DESCRIPTION OF WORK											
Provide state personnel and equipment to assist movement of 16' wide mobile homes											
EST. START DATE 05 / 01 / 97 EST. COMP. DATE 12 / 31 / 97											
ESTIMATE OF WORK											
ITEM	DESCRIPTION			UNIT	QUANTITY	UNIT PRICE	AMOUNT				
	Personnel and Equipment			LS	LS	LS	\$ 5,000.00				
SEND BILLING TO: Kermit O'Dell c/o Frontier Homes 412 Main Street Summersville, WV 26651											
TOTAL							\$ 5,000.00				
FUND NO.	SOURCE	AMOUNT AUTHORIZED	AMOUNT OF THIS REQUEST	TOTAL AMOUNT AUTHORIZED	DOES THIS REQUEST COMPLETE THE AUTHORIZATION OF ALL WORK FOR THIS PHASE?						
	STATE										
	FEDERAL										
	FEDERAL										
	FEDERAL										
	BUILD*	-0-	\$ 5,000.00	\$ 5,000.00							
X TOTAL		-0-	\$ 5,000.00	\$ 5,000.00							
*Source bill on type code											
DISTRIBUTION - <input type="checkbox"/> PC <input type="checkbox"/> CB <input type="checkbox"/> MC <input type="checkbox"/> WO <input type="checkbox"/> EC <input type="checkbox"/> RI <input type="checkbox"/> RPO <input type="checkbox"/> RS <input type="checkbox"/> RM <input type="checkbox"/> MRB <input type="checkbox"/> D <input type="checkbox"/> _ <input type="checkbox"/> _ <input type="checkbox"/> _ <input type="checkbox"/> _											
RECOMMENDED:				APPROVED:							
[Signature]				[Signature]							
[Signature]				Commissioner/Inter Highway Engineer							
[Signature]				Date		MAY 19 1997					
FOR FINANCE DIVISION USE ONLY											
TYPE	BILL	PCT.	ADD. PCT.	MAX./LUMP SUM	CUSTOMER NUMBER						
					FRCHOMH						

dy 5/23/97

FORM OF 10-15-86 AUTHORIZATION WEST VIRGINIA DIVISION OF HIGHWAYS										AUTHORIZATION NO. PM0290R	
PHASE C	STATE FUND 1	FUND. SYS. S.L.S.	URBAL OR URBAN <input checked="" type="checkbox"/>	BRIDGE ROADWAY OTHER <input type="checkbox"/>	DATE 1-16-97	CONL. DES. NO. 0358	ACCT. NO. 4087				
DISTRICT 3	COUNTY NAME Jackson	ROUTE NO. 0318	DATE OF FED. AID. 21	FEDERAL PROJECT NO.	WORK CAT. 40						
FURNISH/DESCRIPTION To install permanent equipment on R/W and also modify existing guardrail				PROJECT LENGTH 24 Hours	STATE PROJECT NO. ROB1-REM /RE 00.00	SEC. 00					
				ADM. RATE 10%	PERMIT NO. / CLAIM NO. 3-97-0034						
WORK TO BE PERFORMED BY State Forces			CODE S.F.	TYPE OF AUTHORIZATION: <input type="checkbox"/> SUPPLEMENTAL NO. _____			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> CLOSURE				
DETAILED DESCRIPTION OF WORK											
Request a reimbursable authorization for inspector's salary for inspection of work to be performed under this permit.											
Bell Atlantic Of West Virginia 8th. Floor, 816 Lee Street Charleston, West Virginia 25301											
EST. START DATE 1/16/97				EST. COMP. DATE 1/30/98							
ESTIMATE OF WORK											
ITEM	DESCRIPTION			UNIT	QUANTITY	UNIT PRICE	AMOUNT				
	Labor And Equipment			L.S.	L.S.	L.S.	\$300.00				
TOTAL							\$300.00				
FUND NO.	SOURCE	AMOUNT PREVIOUSLY AUTHORIZED	AMOUNT OF THIS REQUEST	TOTAL AMOUNT AUTHORIZED		DOES THIS REQUEST COMPLETE THE AUTHORIZATION OF ALL WORK FOR THIS PHASE?					
	STATE										
	FEDERAL										
	FEDERAL										
	FEDERAL										
500	DYNER*	0	\$300.00	\$300.00							
<input checked="" type="checkbox"/>	TOTAL	0	\$300.00	\$300.00		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
*Source (if no type code) Bell Atlantic Of West Virginia											
DISTRIBUTION - <input type="checkbox"/> PC <input type="checkbox"/> CB <input type="checkbox"/> DR <input type="checkbox"/> BV <input type="checkbox"/> X <input type="checkbox"/> B <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> NH <input type="checkbox"/> MH <input type="checkbox"/> J <input type="checkbox"/> _ <input type="checkbox"/> _ <input type="checkbox"/> _ <input type="checkbox"/>											
RECOMMENDED BY  District Engineer				APPROVED BY  Commissioner/State Highway Engineer				Date MAY 19 1997			
FOR FINANCE DIVISION USE ONLY											
TYPE	BILL	PCT.	ADD. PCT.	MAX. LUMP SUM	CUSTOMER NUMBER BELATLIS						
					AUTHORIZATION NO. PM0290						

Form 3134-109
Rev 4/1/87

Central Office
R.O./Est. No.
Engineer

Sissonville
0-787
Jim Moffatt 344-6424

PERMIT NO. 3-97-0034

PERMIT TO ENTER UPON, UNDER, OVER OR ACROSS THE STATE ROADS OF THE STATE OF WEST VIRGINIA, AS PROVIDED FOR IN SECTION 4, ARTICLE 16, CHAPTER 17; SECTION 9, ARTICLE 16, CHAPTER 17; SECTION 8, ARTICLE 4; CHAPTER 17, W. VA. CODE, 1931.

THIS PERMIT Made this 7th day of January, 1997, between the WEST VIRGINIA DEPARTMENT OF HIGHWAYS, a corporation, hereinafter called DEPARTMENT, and Bell Atlantic - WV, Inc. Rm 211 - 914 Lee St. Charleston, WV 25301 hereinafter called APPLICANT.

WITNESSETH

In consideration of the hereinafter set out covenants and in accordance with Section 4, Article 16, Chapter 17; or Section 9, Article 16, Chapter 17; or Section 8, Article 4, Chapter 17, of the official Code of West Virginia, 1931, as amended, and the rules and regulations promulgated thereunder, APPLICANT does hereby agree to enter along

Route No. 21 DCH Project No. _____ (if applicable);

at South of SLS 21/174 Mile Post 2.60

in Jackson County, for the purposes hereinafter set forth and in accordance with the plans and specifications which are attached hereto and made a part hereof:

Remove 3 sections of guardrail and place safety ends

Place concrete pad, one pole, one anchor and guy ALL WORK TO MEET DCH SPEC

APPLICANT further agrees to accept the conditions hereinafter set forth

1. APPLICANT has ed bond in the sum of \$ 75,000 in the form of a certified check, money order, or executed bond with surety satisfactory to DEPARTMENT to cover any damage and inspection costs DEPARTMENT may sustain by reason of the granting of this permit, including any expense incurred in restoring said highway to its original condition or the proper repair of any and all damages that may result within one (1) year from the date of the completion of said work.
2. APPLICANT agrees to reimburse DEPARTMENT for inspection costs as follows:
 - ☐ A. For any inspection costs incurred under this permit.
 - ☐ B. At \$ _____ per linear foot for _____ feet of water line under this permit.
 - ☐ C. At \$ _____ per linear foot for _____ feet of sewer line under this permit.
3. APPLICANT shall notify DEPARTMENT at least 48 hours in advance of the date work will begin. Failure to comply will be cause for cancellation of this permit.
4. APPLICANT agrees to protect traffic at all times in accordance with the current Department of Highways manual "Traffic Control For Streets and Highway Construction and Maintenance Operations".
5. Supplementary conditions cited on the reverse side of this permit are understood and agreed to be a part hereof.
6. The work authorized by this permit shall be completed on or before the 31st day of December, 1997.

JNH

RECOMMENDED:

James E. Sheppard
Title Utility Supervisor

BOND REQUIREMENT: American Casualty Co., Od Reading, Pa.

Bond No. 5755077 / Date 6/1/88

Attached ☐ On File ☐

INSPECTION REQUIREMENTS: Full Time ☒ Part Time ☐
Periodic ☐ Reimbursable ☒ No Cost ☐

REIMBURSABLE AUTHORIZATION NO. _____

Bell Atlantic - WV, Inc.

R. E. Epler

Asst. Mgr. - Design Eng.

Original Signed By
R. E. EPLER

APPROVED:

DISTRICT ENGINEER

WEST VIRGINIA DEPARTMENT OF HIGHWAYS

WVDOT 10-15-86 AUTHORIZATION WEST VIRGINIA DIVISION OF HIGHWAYS PROGRAM Reimbursable										AUTHORIZATION NO. PM0275R	
PHASE	STATE FUND	PERC. SYS.	BRIDGE	DATE	CONC. DIV. NO.	ACCT. NO.					
C	01	SLS	BRIDGE	4-1-97	0958	4087					
DISTRICT	COUNTY	ROUTE NO.	DATE OF REP. ACCT.	FEDERAL PROJECT NO.	WORK CAT.						
Wine	Greenbrier	60/19	TMA	TMA	40						
TERMINAL/DESCRIPTION			PROJECT LENGTH	STATE PROJECT NO.	SEC. NO.						
Pc. 60/19 M.P. 0.17			100 LF	PM0275R/EF-06-97							
WORK TO BE PERFORMED BY			CODE	TYPE OF AUTHORIZATION:	<input type="checkbox"/> INITIAL						
State Forces			SF	<input type="checkbox"/> SUPPLEMENTAL NO.	<input type="checkbox"/> CLOSURE						
DETAILED DESCRIPTION OF WORK Greenbrier Valley Soil Conservation District 717 North Jefferson St. Lewisburg, WV. 24901										To place 8 inch sewer line on R/W for 100 feet to existing manhole.	
EST. START DATE <u>04/17/97</u>										EST. COMP. DATE <u>03/20/97</u>	
ESTIMATE OF WORK											
ITEM	DESCRIPTION			UNIT	QUANTITY	UNIT PRICE	AMOUNT				
	Inspection & Equip. Rental			LS	LS	\$ 100.00	\$ 100.00				
TOTAL						\$ 100.00					
FUND NO.	SOURCE	AMOUNT PREVIOUSLY AUTHORIZED	AMOUNT OF THIS REQUEST	TOTAL AMOUNT AUTHORIZED		DOES THIS REQUEST COMPLETE THE AUTHORIZATION OF ALL WORK FOR THIS PHASE?					
	STATE					<input type="checkbox"/> YES <input type="checkbox"/> NO					
	FEDERAL										
	FEDERAL										
	FEDERAL										
	OTHER*		\$ 100.00	\$ 100.00							
<input checked="" type="checkbox"/>	TOTAL		\$ 100.00	\$ 100.00							
*Source 01 is type code Greenbrier Valley Soil Conservation District											
DISTRIBUTION - <input type="checkbox"/> M <input type="checkbox"/> PC <input type="checkbox"/> CC <input type="checkbox"/> BR <input type="checkbox"/> W <input type="checkbox"/> K <input type="checkbox"/> B <input type="checkbox"/> R <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> J <input type="checkbox"/> S <input type="checkbox"/> L <input type="checkbox"/> T <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> N <input type="checkbox"/> I <input type="checkbox"/> C <input type="checkbox"/> E <input type="checkbox"/> R <input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> E <input type="checkbox"/> N <input type="checkbox"/> T <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> R <input type="checkbox"/> A <input type="checkbox"/> M <input 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Form 100-100
Rev. 3/59PERMIT NO. PA-97-0132

PERMIT TO ENTER UPON, UNDER, OVER OR ACROSS THE STATE ROADS OF THE STATE OF WEST VIRGINIA, AS PROVIDED FOR IN SECTION 6, ARTICLE 16, CHAPTER 17; SECTION 9, ARTICLE 16, CHAPTER 17; SECTION 8, ARTICLE 4, CHAPTER 17; WEST VIRGINIA CODE, 1931, AS AMENDED.

THIS PERMIT, Made this 20 day of March, 1982 between the WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, a statutory corporation hereinafter called DIVISION and Greenbrier Valley Soil Conservation District
Address: 717 North Jefferson St. Lewisburg, WV
hereinafter called APPLICANT.

WITNESSETH

In consideration of the hereinafter set out covenants and in accordance with Section 6, Article 16, Chapter 17; or Section 9, Article 16, Chapter 17; or Section 8, Article 4, Chapter 17, of the Official Code of West Virginia, 1931, as amended, and the rules and regulations promulgated thereunder, APPLICANT does hereby apply to enter

Circle Type of Route: I US WV SLD D Route No. 62200H Project No. _____ (if applicable);

at west end of McIlhenry Road in Lewisburg, WV Mile Post 0.17
in Greenbrier County, for the purposes hereinafter set forth and in accordance with the plans and specifications which are attached hereto and made a part hereof:

McIlhenry Road Sewer Extension
for BUTA Truck Wash Facility 100'-15" SEWER LINE ON R/W

APPLICANT further agrees to accept the conditions hereinafter set forth:

1. APPLICANT shall deposit with DIVISION the sum of \$ 1000⁰⁰ in the form of a certified check, money order, or executed bond with surety satisfactory to DIVISION to cover any damage and inspection costs DIVISION may sustain by reason of the granting of this permit, including any expense incurred in restoring said highway to its original condition or the proper repair of any and all damages that may result within one (1) year from the date of the completion of said work.
2. APPLICANT agrees to reimburse DIVISION for inspection costs as follows:
☒ A. For any inspection costs incurred under this permit.
☐ B. At \$ _____ per linear foot for _____ feet of water line under this permit.
☐ C. At \$ 0.50 per linear foot for 100 feet of sewer line under this permit.
3. APPLICANT shall notify DIVISION at least 48 hours in advance of the date work will begin. Failure to comply will be cause for cancellation of this permit.
4. APPLICANT agrees to protect its employees, equipment and the users of the highway at all times in accordance with the current Division of Highways manual "Traffic Control For Streets and Highways Construction and Maintenance Operation".
5. APPLICANT agrees to comply with all applicable state and federal laws in the performance of work under this permit.
6. Supplementary conditions cited on the reverse side of this permit are understood and agreed to be a part hereof.
7. The work authorized under this permit shall be completed on or before the 20 day of March, 1982

RECOMMENDED:

Alma Spitzer
Title Utility Supervisor

BOND REQUIREMENT:
BOND NO. _____ DATE _____
Attached ☐ On File ☐

INSPECTION REQUIREMENTS:
Full Time ☐ Part Time ☐
Portable ☐ Reimbursable ☒ No Cost ☐

REimbursable AUTHORIZATION NO. _____

Clair M. Thomas
Signature and Title of Applicant
APPROVED: John T. Latham
DISTRICT ENGINEER
West Virginia Division of Highways

PERMIT NO. _____

AUTHORIZATION										AUTHORIZATION NO. PM0280R	
WEST VIRGINIA THROUGHWAY PERMIT											
PHASE C	STATE FUND 1	FUND. SYL. S	RURAL OR VILLAGE	BRIDGE OR ROADWAY OTHER	DATE 05-05-97	CON. NO. 0458	ACCT. NO. 4087				
DISTRICT NO. 4	COUNTY NAME MAR 0425	ROUTE NO. 08250	RATE OF FIN. AUTH.	FEDERAL PROJECT NO.	WORK CAT. 40						
TYPICAL/EXCEPTIONS				PROJECT LENGTH 32 KRS	STATE PROJECT NO.	MC					
Located: 2300' N of JCT 250/20					ADM. RATE 10%	PERMIT NO. / CLAIM NO. 4-97-0275					
WORK TO BE PERFORMED BY STATE FORCES				CODE 87	TYPE OF AUTHORIZATION:		INITIALS				
					SUPPLEMENTAL NO.		CLOSURE				
DETAILED DESCRIPTION OF WORK											
Request for reimbursable authorization in the amount of four hundred eighty dollars to cover inspector's salary & rental equipment to: Construct approximately 100' of 2" gasoline.											
REIMBURSER: Equitable Gas Company P. O. Box 1550 Clarksburg, WV 26302-1550 BLANKET BOND											
RE: Print # 97-017 & 97-018 Project CO 4458 TEL. START DATE 05-05-97 EST. COMP. DATE 05-05-98											
ESTIMATE OF WORK											
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT						
	Labor and Equipment Rental	L/Y	L/S	L/S	\$480.00						
TOTAL					\$480.00						
FUND. NO.	SOURCE	AMOUNT PREVIOUSLY AUTHORIZED	AMOUNT OF THIS REQUEST	TOTAL AMOUNT AUTHORIZED	DOES THIS REQUEST COMPLETE THE AUTHORIZATION OF ALL WORK FOR THIS PHASE?						
	STATE										
	FEDERAL										
	FEDERAL										
	FEDERAL										
	OTHER*	-0-	\$480.00	\$480.00							
	TOTAL	-0-	\$480.00	\$480.00							
*Source (if no type code) Equitable Gas Company											
RECOMMENDED: <i>[Signature]</i> <i>[Signature]</i> DATE: MAY 19 1997 DATE: MAY 19 1997											
FOR FINANCE DIVISION USE ONLY											
TYPE	BILL	PCT.	ADD. PCT.	MAX. LUMP SUM	CUSTOMER NUMBER EQUIGAS02						
AUTHORIZATION NO. PM0280R											

Form MM-109
Rev. 4/1/87

PERMIT NO. 4-97-02759

PERMIT TO ENTER UPON, UNDER, OVER OR ACROSS THE STATE ROADS OF THE STATE OF WEST VIRGINIA, AS PROVIDED FOR IN SECTION 8, ARTICLE 16, CHAPTER 17, SECTION 9, ARTICLE 16, CHAPTER 17, SECTION 8, ARTICLE 4, CHAPTER 17, W. VA. CODE, 1931.

THIS PERMIT Made this 21st day of April, 19 97, between the WEST VIRGINIA DEPARTMENT OF HIGHWAYS, a corporation, hereinafter called DEPARTMENT, and Equitable Gas Div., A Division of Equitable Resources, PO Box 1550, Clarksburg, WV 26302-1550 hereinafter called APPLICANT.

WITNESSETH

In consideration of the hereinafter set out covenants and in accordance with Section 8, Article 16, Chapter 17; or Section 9, Article 16, Chapter 17; or Section 8, Article 4, Chapter 17, of the official Code of West Virginia, 1931, as amended, and the rules and regulations promulgated thereunder, APPLICANT does hereby apply to enter

ALONG SR 250 DOH Project No. (if applicable)

at 2300' north of SR 250 and SR 250/20 Mile Post 464

in Marion County, for the purpose hereinafter set forth and in accordance with the plans and specifications which are attached hereto and made a part hereof:

To install 300' of 2" plastic pipe by open trench along US 250. Print #97-017 & 97-019 attached. Project CO 4658.

APPLICANT further agrees to accept the conditions hereinafter set forth:

- APPLICANT shall deposit with DEPARTMENT the sum of \$50,000.00 in the form of a certified check, money order, or executed bond with surety satisfactory to DEPARTMENT to cover any damage and inspection costs DEPARTMENT may sustain by reason of the granting of this permit, including any expense incurred in restoring said highway to its original condition or the proper repair of any and all damages that may result within one (1) year from the date of the completion of said work.
- APPLICANT agrees to reimburse DEPARTMENT for inspection costs as follows:
 - ☒ A. For any inspection costs incurred under this permit.
 - ☐ B. At \$_____ per linear foot for _____ feet of water line under this permit.
 - ☐ C. At \$_____ per linear foot for _____ feet of sewer line under this permit.
- APPLICANT shall notify DEPARTMENT at least 48 hours in advance of the date work will begin. Failure to comply will be cause for cancellation of the permit.
- APPLICANT agrees to protect traffic at all times in accordance with the current Department of Highways manual "Traffic Control For Street and Highway Construction and Maintenance Operation".
- Supplementary conditions cited on the reverse side of this permit are understood and agreed to be a part hereof.
- The work authorized by this permit shall be completed on or before the 21st day of April, 19 98.

RECOMMENDED:

C. Frank H. Knapp
Title WV D. 4 Supv.

BOND REQUIREMENT:

Bond No. 5578288 / Date 6-6-89
Attached ☐ On File ☒

INSPECTION REQUIREMENTS: Full Time ☐ Part Time ☒
Periodic ☐ Reimbursable ☒ No Cost ☐

REIMBURSABLE AUTHORIZATION NO. _____

James B. Blaney
Equitable Gas Div.
of
Equitable Resources
Division Manager

APPROVED:

Original Signed By
David D. Blaney
Title For
WEST VIRGINIA DEPARTMENT OF HIGHWAYS

WHEN MADE BY: 10-15-84										AUTHORIZATION NO.									
AUTHORIZATION WEST VIRGINIA DEPARTMENT OF HIGHWAYS PROGRAM <u>Reimbursable Water Haul</u>																			
PHASE C		STATE FUND 1		FUND. SYL. U		FUND. OR WBSAS <input type="checkbox"/>		BRIDGE OR ROADWAY OTHER <input type="checkbox"/>		DATE 5-8-97		CONL. OR. NO. 0070		ACCT. NO. 4033					
DISTRICT 04		COUNTY NAME MARION NO. 0425		HOUSE NO.		DATE OF FED. AID.		FEDERAL PROJECT NO.		WORK CAT. 40									
TERMINAL/DESCRIPTION To provide (3) tankers and personnel to haul water to the City of Fairmont.										PROJECT SERIAL		STATE PROJECT NO.		SEC.					
WORK TO BE PERFORMED BY State Forces										CODE 05		TYPE OF AUTHORIZATION: <input type="checkbox"/> SUPPLEMENTAL NO.		<input type="checkbox"/> INITIAL <input type="checkbox"/> CHANGE					
DETAILED DESCRIPTION OF WORK To provide State Personnel and (3) tankers to haul water to the City of Fairmont. Water outage due to main water line break.																			
EST. START DATE <u>04/30/97</u>										EST. COMP. DATE <u>04/30/97</u>									
ESTIMATE OF WORK																			
ITEM		DESCRIPTION						UNIT		QUANTITY		UNIT PRICE		AMOUNT					
1.		Personnel & Equipment						LS		LS		LS		\$900.00					
TOTAL														\$900.00					
FUND NO.		SOURCE		AMOUNT PREVIOUSLY AUTHORIZED				AMOUNT OF THIS REQUEST				TOTAL AMOUNT AUTHORIZED				DOES THIS REQUEST COMPLETE THE AUTHORIZATION OF ALL WORK FOR THIS PHASE?			
		STATE																	
		FEDERAL																	
		FEDERAL																	
		FEDERAL																	
		OTHER*																	
<input checked="" type="checkbox"/>		TOTAL						\$900.00								<input type="checkbox"/> YES <input type="checkbox"/> NO			
*Insert III on type code																			
DISTRIBUTION - <input type="checkbox"/> PC <input type="checkbox"/> CC <input type="checkbox"/> MC <input type="checkbox"/> VC <input type="checkbox"/> SC <input type="checkbox"/> BC <input type="checkbox"/> RC <input type="checkbox"/> HC <input type="checkbox"/> MC <input type="checkbox"/> CC <input type="checkbox"/> MC <input type="checkbox"/> CC <input type="checkbox"/> MC <input type="checkbox"/> CC																			
RECOMMENDED <i>[Signature]</i> 5-16-97 Division Accountant										APPROVED: <i>[Signature]</i> Commissioner/State Highway Engineer					Date <u>MAY 10 1997</u>				
FOR FINANCE DIVISION USE ONLY																			
TYPE		BILL		PCT.		ADD. PCT.		MAX. LUMP SUM		CUSTOMER NUMBER									



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

Carl H. Underwood
Governor

1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0430 • 304/555-3505

Fred Yeaslick, P.E.
Secretary
Commissioner of Highways

May 2, 1997

MEMORANDUM

To: Robert L. Montgomery
Equipment Division

From: Julian W. Ware
Acting Director
Maintenance Division

Subject: Emergency Declaration
City of Fairmont, Marion County

In accordance with West Virginia Code, 17-2A-6(38), the DCH has been directed by the Governor to provide three (3) 5,000 gallon tankers and State personnel to haul water to the City of Fairmont.

Jeff Morris, County Office of Emergency Services, has verified that an emergency situation exists in accordance with the Commissioner's memorandum dated July 1, 1991.

Please initiate a BF-96 requesting funds in the amount of \$900.00, using PM0005F, Acct. 4073 and Org. 0070. This request is authorized until April 30, 1997 and is to be closed by that date or a memorandum verifying need for continuation of authorization shall be submitted to the Maintenance Division.

JWW:y

cc: CES
CC, CA, RC, HO, OM

An Equal Opportunity/Affirmative Action Employer