

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES
SECTION III, CHAPTER 5

SECTION TITLE: ACCOUNTING
CHAPTER TITLE: REIMBURSABLE AUTHORIZATIONS

Republished: 11/1/2000

Effective: 8/1/97

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I. **INTRODUCTION**

Republished: 11/1/2000

Effective: 8/1/97

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 damage 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 productive 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 Bridge 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

Republished: 11/1/2000

Effective: 8/1/97

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 work week 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)

Republished: 11/1/2000

Effective: 8/1/97

Generally, this type of work encompasses paving streets, painting center lines, 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 group 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 AGENCIES

Republished: 11/1/2000

Effective: 8/1/97

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 and 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 requestor. If corrections are required, these will be transmitted with explanatory notations.
 - c. District Maintenance will make agreement corrections or obtain corrected resolution, if required.
 - d. 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.
 - e. 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.)
 - f. 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.
 - g. 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.
 - h. Finance Division will receive the authorization and attachments and establish an authorization computer file.
 - i. 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.
 - j. 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

Republished: 11/1/2000

Effective:
8/1/97

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

Republished: 11/1/2000

Effective: 8/1/97

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. POLICES FOR INSPECTION OF ENCROACHMENT PERMITS - ACCOUNT 4087

Republished: 11/1/2000

Effective: 8/1/97

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 Highways' 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-109's 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

Republished: 11/1/2000

Effective: 8/1/97

A. PREREQUISITES FOR INSPECTION OF ENCROACHMENT PERMITS

1. District Maintenance will perform the following before the 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 erection 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 of 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 no 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

Republished: 11/1/2000

Effective: 8/1/97

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

Republished: 11/1/2000

Effective: 8/1/97

1. District Maintenance or Highway Operations Division will prepare the closure authorization (Form BF-150) 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 reimbursing;
 - c. close the authorization file upon receipt of payment from the reimbursing;
 - 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. a. notify Highway Operations Division, and
 - b. 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 has been

posted to increase the maintenance expense to date and reduce the unexpended balance of allocation, then close the District records upon receipt of closure notification.

VI. PROCESSES FOR EMERGENCY SERVICES ORDERED BY THE GOVERNOR

Republished: 11/1/2000

Effective: 8/1/97

The Governor has the authority to order the DOH to perform work immediately in emergency situations. At a later date, billing and collecting 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 or 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 notification 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 the Deputy 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

Republished: 11/1/2000

Effective: 8/1/97

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

Republished: 11/1/2000

Effective: 8/1/97

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 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

Republished: 11/1/2000

Effective: 8/1/97

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 Administrative 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 that 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

Republished: 11/1/2000

Effective: 8/1/97

di 5/23/97

FORM NO. 10-15-86		AUTHORIZATION			AUTHORIZATION NO.	
		WEST VIRGINIA DIVISION OF HIGHWAYS			PM0290R	
PROGRAM						
PHASE	STATE FUND	FUNDS	BRIDGE ROADWAY OTHER	DATE	CONTR. NO.	ACCT. NO.
C	1	S.L.S.	<input checked="" type="checkbox"/>	1-16-97	0358	4087
DISTRICT	COUNTY NAME NO.	ROUTE NO.	DATE OF PER. AUTH.	FEDERAL PROJECT NO.	WORK CAT.	
3	0318 Jackson	21			40	
TERMS/DESCRIPTION			PROJECT LENGTH	STATE PROJECT NO.	SEC. OO	
To install permanent equipment on R/W and also modify existing guardrail			24 Hours	ROH1-REM /RE 00.00		
WORK TO BE PERFORMED BY			CODE	TYPE OF AUTHORIZATION:		<input checked="" type="checkbox"/> INITIAL
State Forces			S.F.	<input type="checkbox"/> SUPPLEMENTAL NO. _____		<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? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	STATE				
	FEDERAL				
	FEDERAL				
	FEDERAL				
500	DIVER*	0	\$300.00	\$300.00	
<input checked="" type="checkbox"/>	TOTAL	0	\$300.00	\$300.00	

*Source (if no type code) Bell Atlantic Of West Virginia

DISTRIBUTION - PC CD DR BY SC BI RPE SH MH D - - -

RECOMMENDED: *[Signature]*
District Engineer

APPROVED: *[Signature]*
Commissioner/State Highway Engineer

Date: MAY 19 1997

FOR FINANCE DIVISION USE ONLY

TYPE	BILL	PCT.	ADD. PCT.	MAX/LUMP SUM	CUSTOMER NUMBER
					BELLATLIS

AUTHORIZATION NO. PM0290

Form 51M-109
Rev. 4/1/87

Central Office Sissonville
R.O./Est. No. 0-787
Engineer 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 6, 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 19 97, between the WEST VIRGINIA DEPARTMENT OF HIGHWAYS, a corporation, hereinafter called DEPARTMENT, and Bell Atlantic - Wv, Inc. Attn: Elmer 916 Lee St. Charleston WV 25301 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 agree to enter ALONG

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

at 1.1 mile SOUTH OF SCS 21134 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 DOH SPECS

APPLICANT further agrees to accept the conditions hereinafter set forth

- APPLICANT has ed bond in and deposit with DEPARTMENT 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.
- 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 this permit.
- 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".
- 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 31st day of December 19 97.

JMH

RECOMMENDED:

Jesse L. Sheppard
Title Maintenance Supervisor

Bell Atlantic - WV, Inc.

R. E. Epler
Asst. Mgr. - Design Eng.
Original Signed By
R. E. EPLER

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

Bond No. 5255877 /Date 6/1/88

Attached On File

INSPECTION REQUIREMENTS: Full Time Part Time

Periodic Reimbursable No Cost

REIMBURSABLE AUTHORIZATION NO. _____

Title DISTRICT ENGINEER
WEST VIRGINIA DEPARTMENT OF HIGHWAYS

WV M. 15 ST. 10-15-86 **AUTHORIZATION** AUTHORIZATION NO. **PMU 275R**
WEST VIRGINIA DIVISION OF HIGHWAYS
 PROGRAM Reimbursable

PHASE C	STATE FUND 01	FED. SYS. SLS	ROAD OR DRAIN <input checked="" type="checkbox"/>	BRIDGE ROADWAY OTHER <input type="checkbox"/>	DATE 4-1-97	CON. ORG. NO. 0958	ACCT. NO. 4087
DISTRICT Nine	COUNTY NAME Greenbrier NO. 0913	ROUTE NO. 60/19	DATE OF FED. AUTH. INA	FEDERAL PROJECT NO. INA	WORK CAT. 40		
TERMINI/DESCRIPTION Pt. 60/19 M.P. D.17			PROJECT LENGTH 100 LF	STATE PROJECT NO. POST REV/RE 06 07	ADM. RATE 10%	PERMIT NO. / CLAIM NO. 09-97-0132	
WORK TO BE PERFORMED BY State Forces			CODE SF	TYPE OF AUTHORIZATION: <input type="checkbox"/> SUPPLEMENTAL NO. _____		<input checked="" type="checkbox"/> INITIAL <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 04/17/97 EST. COMP. DATE 03/20/97

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? <input type="checkbox"/> YES <input type="checkbox"/> NO
	STATE				
	FEDERAL				
	FEDERAL				
	FEDERAL				
	OTHER*		\$ 100.00	\$ 100.00	
<input checked="" type="checkbox"/>	TOTAL		\$ 100.00	\$ 100.00	

*Source fill on type code Greenbrier Valley Soil Conservation District

DISTRIBUTION - PC CB RD W SC DT R MN NH D O _ _ _

RECOMMENDED: *[Signature]*
 District Engineer

[Signature]
 Division Director/Assistant Director

APPROVED: *[Signature]*
 Commissioner/State Highway Engineer

Date: **MAY 19 1997**

FOR FINANCE DIVISION USE ONLY

TYPE	BILL	PCT.	ADD. PCT.	MAX/LUMP SUM	CUSTOMER NUMBER <i>GREENVALD</i>

AUTHORIZATION NO. PMU 275R

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, 1962 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: US WV SL D Route No. 6019DOH Project No. _____ (if applicable):

at west end of McIlhenny 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: _____

McIlhenny Road Sewer Extension
For BUTA Truck Wash Facility 100'-B" SEWER LINE ON R/L

APPLICANT further agrees to accept the conditions hereinafter set forth:

1. APPLICANT shall deposit with DIVISION the sum of \$ 100.00 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 \$ 0.80 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, 1962

RECOMMENDED:

Allen J. Little
Title Utility Supervisor

Clayton M. Hays
Signature and Title of Applicant

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

APPROVED: John T. Lebow
DISTRICT ENGINEER
West Virginia Division of Highways

INSPECTION REQUIREMENTS:
Full Time Part Time
Periodic Reimbursable No Cost

REIMBURSABLE AUTHORIZATION NO. _____

PERMIT NO. _____

FORM NO. 10-15-86 **AUTHORIZATION** AUTHORIZATION NO. **PM0280R**
WEST VIRGINIA DIVISION OF HIGHWAYS
CONSTRUCTION PERMIT

PHASE C	STATE FUND 1	FISC. YR. 8	RURAL OR URBAN <input type="checkbox"/>	BRIDGE ROADWAY OTHER <input type="checkbox"/>	DATE 05-05-97	CON. NO. NO. 0458	ACCT. NO. 4087
DISTRICT 4	COUNTY NAME MAR 0425	ROUTE NO. 08250	DATE OF FED. AUTH.	FEDERAL PROJECT NO.	WORK CAT. 40		
TERMINI/DESCRIPTION: Located: 2300' N of JCT 350/20		PROJECT LENGTH 32 HRS	STATE PROJECT NO. R087	NEW/RE NEW	SEC. 00.00	ADM. RATE 10%	PERMIT NO. / CLAIM NO. 4-97-0275
WORK TO BE PERFORMED BY STATE FORCES		CODE SP	TYPE OF AUTHORIZATION: <input type="checkbox"/> SUPPLEMENTAL NO.		<input type="checkbox"/> INITIAL <input type="checkbox"/> 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 300' of 2" gasoline.

REIMBURSER:
 Equitable Gas Company
 P. O. Box 1550
 Clarksburg, WV 26302-1550
 BLANKET BOND

RE: Print # 97-017 & 97-019
 Project CO 4658
 EST. 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/F	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				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	FEDERAL				
	FEDERAL				
	FEDERAL				
	OTHER*	-0-	\$480.00	\$480.00	
<input checked="" type="checkbox"/>	TOTAL	-0-	\$480.00	\$480.00	

*Source (if no type code) **Equitable Gas Company**

INSTRUCTION - PC CR BR BV X BT R BS MH A _ _ _

RECOMMENDED: *[Signature]*
 Date: *5-16-97*

APPROVED: *[Signature]*
 Commissioner/State Highway Engineer
 Date: **MAY 19 1997**

FOR FINANCE DIVISION USE ONLY					
TYPE	BILL	PCT.	ADD. PCT.	MAX/ LUMP SUM	CUSTOMER NUMBER
					D EQUIGAS02

AUTHORIZATION NO. **PM0280R**

PERMIT NO. 4-97-0275

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, 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 our 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

ALONG
~~XXXXXXXXXXXX~~ Route No. SR 250 DOH Project No. _____ (if applicable);
(route only)
at 2300' north of SR 250 and SR 250/20 Mile Post 4.64

in Marion County, for the purposes 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

1. 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.
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 Operation".
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 21st day of April 19 98.

RECOMMENDED:

P. Frank H. Bruff
Title W.V. Dept. Supv.

Equitable Gas Div.
of
Equitable Resources
James B. Slone Division Manager
Signature and Title of Applicant

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. _____

APPROVED:

Original Signed By
David D. Jones, Jr.
Title _____
WEST VIRGINIA DEPARTMENT OF HIGHWAYS



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0430 • 304/858-3505

Cecil H. Underwood
Governor

Fred VanKirk, P.E.
Secretary
Commissioner of Highways

May 2, 1997

MEMORANDUM

To: Robert L. Montgomery
Equipment Division

From: Julian W. Ware
Acting Director *JWW*
Maintenance Division

Subject: Emergency Declaration
City of Fairmont, Marion County

In accordance with West Virginia Code, 17-2A-8(39), the DOH has been directed by the Governor to provide three (3) 5,000 gallon tankers and State personnel to haul water to the 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-88 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: OES
CC, CA, RC, HO, OM