DATE: March 11, 1993

TO: District Engineers
    District Field Engineers
    Resident/Project Engineers
    District Construction Engineers

FROM: Gerald D. Dobie
      Engineer of Construction

RE: Construction Instructional Memorandum 1993-10
    Extras and Adjustments Over $10,000

All EXTRA and ADJUSTMENT Recommendations totalling $10,000 or more, with units of LUMP SUM or DOLLARS, are to have backup documentation attached.

The documentation should show how final costs were determined in a clear, concise manner. It does not have to follow the FORCE ACCOUNT format.

Recommendations received in Lansing without the documentation attached, will be returned to the Resident/Project Engineer.

Engineer of Construction

GDD:JKG:srh
cc: Staff Engineers Engineering Services Division
    Staff Technicians Design Division
    S. Olszewski M&T Division
    S. Wehrle MCPA
    H. Linne, Maintenance MRBA
    R. Homrich, OMA MAPA

Subject: Authorizations