

Distribution	SUBJECT	Date
	FORMS AND REPORT REQUIREMENTS	09-01-2014

<u>FORM/REPORT</u>	<u>FORM NO.</u>	<u>DATE OF ISSUE</u>	<u>FAX</u>	<u>MAIL</u>	<u>RESPONSIBILITY</u>
Original Budget	C-130-A	Once, prior to job start			CM
Contract/Purchase Orders		At start of job			CM
Master Schedule	C-140-B	At start of job			CM, PM
Pre-Start Daily Report	C-288-A	Daily		X	PM, Super
Construction Log	C-290-A	Daily	X	X	PM, Super
Weekly Schedule	C-140-A	Each Friday	X	X	PM, Super
Meeting Report	C-141-A	Each Friday	X	X	PM, Super
Job Photographs		Each Friday		X	PM, Super
Time Sheets (On-site personnel)	C-400-A	8 th and 24 th of month	X		PM, Super
Budget Revisions	C-130-B	12 th			CM
Monthly Job Cost Report	C-270-A	15 th			CM, DA or AP
Draw Request	C-330-A	Monthly			CM or DA
Change Orders (C. O.)		As needed			CM
Field Purchase Orders (FPO)	C-190-A	As needed	X	X	PM or Super
Debit Memos (DM)	C-180-A	As needed	X	X	PM, CM, Super, AP
Employee Change Notice, W4 (On-site personnel)		As needed			PM