

INTRODUCTION

The District has the responsibility to perform a comprehensive and complete check of quantities submitted by Department personnel on construction projects, to verify final pay quantities and to process the forms necessary to close out the contract. It is the intent of Publication 11, *Finals Unit Manual (FUM)* to provide a means of standardizing the checking procedure to expedite this phase of the work and to assist auditors in the performance of their duty. In this regard, Central Office advocates compliance with the procedures set forth herein to standardize the operations of the District.

One must keep in mind that auditors are not familiar with the project and must rely entirely upon the information submitted to them in the records. An audit trail of project documents must be provided as indicated in [Publication 2, Project Office Manual \(POM\)](#) in order that original source documents can be quickly located to verify the accuracy of the quantities.

Source documents contain the original recording of the field information and should always be referenced through the Project Site Activity (PSA) Record, Field Inspector's Diary (FID) or other field records, which will contain the quantities for which the payment estimate is being approved.

A source document is that written record or plan sheet upon which field data is written and signed, and is to remain part of the final records. Source documents include, but are not limited to, the following:

- Field Inspector's Diary (FID)
- Field Survey Books (Black Book)
- Concrete Inspector's Daily (CID) Record Books
- Items Quantity Book, [Form CS-4346](#)
- Master Diary
- Annotated Drawings
- Plan Sheets
- Delivery Tickets
- Certification Slips

For more details on each of these source documents, refer to [Publication 2, Project Office Manual B.1.2-2](#).

In the process of checking final quantities, it is important that the checker sign their name and date the source documents and all other records checked. The Department would prefer that all records be checked to the source document to confirm their accuracy; however, time does not always permit that this be done. In such cases, random checks to the source document will be acceptable (see [Section C](#)). All such checks should be documented by signature and date.

The Department wishes to acknowledge and extend appreciation for the information submitted by Department personnel that has been included in this manual. The Department realizes that this manual is not complete; therefore, it will be necessary to make changes and additions from time to time. Any questions regarding contents, or suggestion for improvement of this manual should be directed to the Contract Management Section, Bureau of Project Delivery.

FINALS UNIT MANUAL

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