Railroad Invoices - District Verification & UC-8 Process

OOS Contract Administration Sends Notification to District

Is Invoice For a Project? — YES / NO

OOS Contract Administration Processes Invoice

- Contract Administration Files UC-8 Package
- Closes BPO After Final Invoice

OOC Utilities Section Files UC-8 Railroad Invoice Package

Is Project Engr. Div. or SIRE — SIRE / Engr. Div.

Railroad Sends Invoice to District

- Copy of Completed UC-8 Form
- Copy of RR Invoice
- Copy of RR Supporting Documentation
- Copy of Project Engineer Verification Of RR Staff/Time/Etc.

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- Cover Letter
- Copy of Sub-Agreement

- Copy of Agreement
- Copy of form 42
- Copy of Form 30
- Copy of BPO

- Invoice
- Supporting Documentation

District Contacts OOS Contract Administration

District Utilities Sets-Up Project File

District Sends UC-8 Package To OOS Contract Administration

- District Sends UC-8 Package To OOC Utilities Section & OOS Contract Administration
- Process Invoice

District Processes Railroad Invoice

Does District Have Project File? — NO / YES

Is Project Engr. Div. or SIRE — Engr. Div. / SIRE

Is Project Engr. Div. or SIRE — SIRE / Engr. Div.

Does Project Have Sufficient Funds? — NO / YES

District Requests Project Engineer for Verification Of Railroad Invoice

- Request for Verification Of RR Staff/Time/Etc.
- Copy of Invoice

District Prepares UC-8 Package

District Increases Funding

Project Engineer Verifies Railroad Invoice & Sends Reply to District

Verification Of RR Staff/Time/Etc.