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MEMORANDUM

January 14, 2014

To: District Engineers
District Construction Engineers
Project Offices

From: Contract Administration Engineer
Billy Owen, P.E. *B. Owen*

RE: Estimate Cutoff Dates for 2014

The monthly estimate period for all jobs is the first thru the last day of the month and estimates are due in CAD by 5:00 pm on the 7th day of the month following cutoff. If the 7th falls on a weekend or holiday, then estimates are due in CAD by 5:00 pm on the last workday prior to the 7th as indicated in the table below. CAD begins the estimate checking process as soon as estimates are received; whenever possible, submission prior to the due date is encouraged and appreciated.

2014 Schedule - Monthly Estimate Processing			
	PO Cutoff	Due in CAD by 5:00 pm	Paid on
January	Jan 31, 2014	Feb 7, 2014	Feb 27, 2014
February	Feb 28, 2014	Mar 7, 2014	Mar 27, 2014
March	Mar 31, 2014	Apr 7, 2014	Apr 24, 2014
April	Apr 30, 2014	May 7, 2014	May 29, 2014
May	May 31, 2014	Jun 6, 2014	Jun 26, 2014
June	Jun 30, 2014	Jul 7, 2014	Jul 24, 2014
July	Jul 31, 2014	Aug 7, 2014	Aug 28, 2014
August	Aug 31, 2014	Sep 5, 2014	Sep 25, 2014
September	Sep 30, 2014	Oct 7, 2014	Oct 30, 2014
October	Oct 31, 2014	Nov 7, 2014	Nov 27, 2014
November	Nov 30, 2014	Dec 5, 2014	Dec 25, 2014
December	Dec 31, 2014	Jan 7, 2015	Jan 29, 2015

cc: Chief Engineer
Assistant Chief Engineer – Operations
State Construction Engineer
Central Records
File

