



## MEMORANDUM

December 6, 2016

To: District Engineers  
District Construction Engineers  
Project Offices

From: Contract Administration Director  
Neal Dougherty

RE: Estimate Cutoff Dates for 2017

The monthly estimate period for all projects is the first thru the last day of the month and estimates are due in Contract Administration Division (CAD) by 5:00 pm on the 7<sup>th</sup> day of the month following the Project Office (PO) cutoff. If the 7<sup>th</sup> falls on a weekend or holiday, then estimates are due in CAD by 5:00 pm on the last workday prior to the 7<sup>th</sup> 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.

Please attach a copy of the OCR-484 to each estimate submitted and remember to clip an additional loose copy of the OCR-484 to each estimate packet so CAD can forward the form to the Office of Civil Rights. This form is now required to be submitted every month for all estimates (including state and federal projects).

2017 Schedule - Monthly Estimate Processing			
	PO Cutoff	Due in CAD by 5:00 pm	Paid on
December	Dec 31, 2016	Jan 6, 2017	Jan 27, 2017
January	Jan 31, 2017	Feb 7, 2017	Mar 3, 2017
February	Feb 28, 2017	Mar 7, 2017	Mar 31, 2017
March	Mar 31, 2017	Apr 7, 2017	Apr 28, 2017
April	Apr 30, 2017	May 5, 2017	May 26, 2017
May	May 31, 2017	Jun 7, 2017	Jun 30, 2017
June <b>NOTE 1</b>	Jun 30, 2017	Jul 7, 2017	Jul 28, 2017
July	Jul 31, 2017	Aug 7, 2017	Aug 25, 2017
August	Aug 31, 2017	Sep 7, 2017	Sep 29, 2017
September	Sep 30, 2017	Oct 6, 2017	Oct 27, 2017
October	Oct 31, 2017	Nov 7, 2017	Dec 1, 2017
November	Nov 30, 2017	Dec 7, 2017	Dec 29, 2017
December	Dec 31, 2017	Jan 5, 2018	Jan 26, 2018

**NOTE 1: The ending date for June estimates must be exactly June 30, 2017 due to the end of the Fiscal Year.**

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