

QUARTERLY REPORT
(Revised 5/98)

6864

Each department with an active capital outlay appropriation must submit a quarterly report to DOF no later than April 15, July 15, October 15, and January 15 of each calendar year as shown in 6824 Illustration 1.

The fiscal data should include all funding (appropriations and executive orders) related to the project plus any transfers related to each appropriation. Comments should describe the status of the current phase. Detail of change orders should recap any scope changes and construction change orders issued or pending. The schedule, at a minimum, should reflect the original dates (at time of project funding approval), and the latest revised dates and actual dates. In addition, it is helpful to enter into a history of schedule changes.

CAPITAL OUTLAY PROJECT REPORTING QUARTERLY REPORT FOR QUARTER ENDING _____											
Organization Code: _____		Organization Title: _____		Other Transfers (cumulative \$)		REVERSION OF FUNDS		Totals - all transfers, net after reversions		Contingency Balance: (\$)	Amount of Change Orders Issued/Pending
Project Code: _____		Project Title: _____		Construction Transfers (\$)		Previously transferred \$		Net Prev. transferred \$			
FISCAL DATA:											
Chapter/Item Number	Appropriation Amount	Early Work Transfers (cumulative \$)	Preliminary Plan Transfers (\$)	Working Drawing Transfers (\$)	Construction Transfers (\$)	Other Transfers (cumulative \$)	REVERSION OF FUNDS	Totals - all transfers, net after reversions	Contingency Balance: (\$)	Amount of Change Orders Issued/Pending	
Comments: _____											
Detail of Change Orders Issues/Pending:											
PROJECT SCHEDULE											
Original Date		PWB Approval of Preliminary Plans		Working Drawing Fund Transfer		DOF Approval to Proceed to Bid		Construction Fund Transfer		Construction Completion	
Revised Date											
Actual Date											
Reason for delays:											
Signature: _____											
Name: _____											
Title: _____											
Phone No. _____											