NBIS FORM IX

MATERIALS MUST BE INSTALLED, FORM SIGNED AND WITHIN ONE MONTH OR THE AGENCY WILL BE BILLED OF MATERIAL COS E INSTALLED, FORM SIGNED AND RETURNED OR THE AGENCY WILL BE BILLED FOR 100%

BRIDGE WEIGHT LIMIT SIGNS MATERIAL REQUISITION AND INSTALLATION LOG

| BRIDGE INFORMATION * | | | | | REQUISITION INFORMATION | | | | | | | | | | | | INST | ALLATION INFORMATION | | | | |
|----------------------|----------------------|-------------|------------|------------|-------------------------|-----|----------------|------------------|----------------|----------------|--|--------|-----|-----|----------------|-----|------|----------------------|------------|------------|----------|------------------------|
| | Route Number or Name | Truck W | /eight Lim | its (Tons) | | | | | Ма | terial | Quar | tity** | | | | | | Requisition | | Received | Install | Installation Certified |
| Bridge | and | Code 4 | Code 9 | Code 5 | ns | sts | | | | | | | | | | | S. | Date | | by Agency | Date | By Agency Official |
| Number | Feature Under Bridge | | | Code 5 | Sig | 906 | | | | Numb | er of | Deca | als | | | | Ocl | MM/DD/YY | (Initials) | (Initials) | MM/DD/YY | (Signature) |
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Instructions For Completing Form:

- 1. Complete columns of the Bridge Information area, using information from ARDOT notification*.
- Determine material quantities needed and complete the columns of Requisition Information area as necessary for each bridge.
- 3. Agency Administrator signs Requesting Official's Signature.
- Completed and signed form is delivered to ARDOT DCE where materials are requisitioned using the columns of the "Requisition Information" area.
- 5. The requesting owner retains the original and one copy of the form and the DCE forwards a copy to Bridge Division.
- Upon properly installing requisitioned materials, the requesting agency completes "Installation Information" and sends original to District Headquarters.
- 7. After review of completed form, DCE sends original to Bridge Division for processing and billing.
- * Use the most current information from:
- 1. The latest Bridge Inventory/Posting Certification report, OR
- 2. Other ARDOT notification (Maintenance Needs report, letter,...etc.)
- ** A <u>maximum</u> of 12 single digit decals, 2 posts, and/or 2 signs per bridge may be requisitioned at one time.

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|------------|-----------|----|--------|-----------|
| Date | Forwarded | to | Bridge | Division: |

Notes:

- 1. By completing columns in the "Installation Information" area, the owner which requisitioned the signing material certifies that these materials were properly installed at the designated bridge site on the date shown.
- 2. The agency requisitioning the material will be invoiced for only 20% of the material cost if Installation Information is completed and the original form is returned to the DCE within one month of the date shown in the Requisition Information area. If completed and returned beyond the one month limit, the owner will be billed for 100% of the material cost.

| Requesting Official's Signature | |
|---------------------------------|----------------------------|
| | County Judge |
| County of | |
| | |
| D 000 0 | |
| Requesting Official's Signature | |
| | Mayor / City Administrator |
| City of | |