

PUBLIC WORKS DEPARTMENT Administrative Policy
City of Lawrence, Kansas

SUBJECT Batch Tickets		APPLIES TO Infrastructure and Capital Projects	
EFFECTIVE DATE March 24, 2014	REVISED DATE None		NEXT REVIEW DATE
APPROVED BY City Commission 3/24/2014		TOTAL PAGES	POLICY NUMBER

1.0 **Purpose**

The purpose of this policy is to provide direction on the handling and accounting of material batch tickets. Batch tickets provide an accounting of materials delivered and incorporated into a project. They are an important record of the materials needed to construct a project.

Policy

It shall be the policy of the Public Works Department to collect and report on the quantity of materials incorporated into a project

3.0 **Applicability:** This policy applies to Infrastructure and Capital Improvement Projects

2.0 **Responsibility:**

It shall be the responsibility of the Public Works Department to comply with the procedures set forth in this policy.

3.0 **Procedure:**

- A. **Project inspectors will collect Batch tickets for materials (concrete, flowable fill and asphalt) delivered to a project site.**
- B. **Material deliveries that do not have a batch ticket will be rejected and sent back to the supplier.**
- C. **Project Inspectors will note on the Batch Tickets where the material is used.**
- D. **Any material testing completed on the delivered material will be noted on the Batch Ticket**
- E. **At the end of the day (or placement of the materials), Batch Tickets will be reviewed and tabulated.** Information from the batch ticket that will be tabulated includes the date, material, mix design, location, ticket number, quantity and accumulated quantity. Different materials may have other relevant information that should also be included.
- F. **Batch Tickets will be scanned and placed in a project folder with the**

Project Number.

G. Upon final completion of a project, a project summary will be developed.

4.0 Exemptions:

- A. Small Quantities of materials used in repairs for which there is not a pay item.
- B. Materials used for Temporary surfacing for which there is not a pay item.