

SAMPLE REPORT OF EXPENDITURES FOR FORCE ACCOUNT PROJECTS

District Director

Federal Project No.: _____

Attention: _____

Dear _____

Submitted for your consideration is:

REPORT OF COMPLETION
AND
REPORT OF EXPENDITURES
FOR LOCAL AGENCY FORCE ACCOUNT WORK

Sincerely,

Local Agency Representative

Reviewed by,

District Local Assistance Engineer

I. REPORT OF COMPLETION OF FORCE ACCOUNT WORK

A. Location and Description of Project

1.

B. Chronological Statement

1. Date of approved Public Interest Finding (attached):
2. First date expenditure eligible for reimbursement:
3. Force account work began:
4. Force account work completed:

II. REPORT OF EXPENDITURES

A. Liquidated Damages:

B. Pending Contractors Claims:

C. Contract Change Order Summary:

D. Final Inspection Form:

E. Final Detail Estimate:

F. Materials Certification:

G. Maps: