

LEAKING UST PROGRAM

Billing Forms for Leaking UST Corrective Action Costs

FIELD PURCHASES

For instructions to fill out this form, see next page.

Job Name: _____

Contractor: _____

Billing Period

From: _____

To: _____

Field Purchases*	Quantity	Price/Item	Total Cost/Item

***NOTE:** Copies of invoices or billings must be attached.

Subtotal Purchases

**Handling Charge

Total Expenditures

***Handling charges are eligible for payment only if they are equal to or less than the following amounts:*

Subcontract or Field Purchase Cost

\$1 - \$5,000
 \$5,001 - \$15,000
 \$15,001 - \$50,000
 \$50,001 - \$100,000
 \$100,001 - \$1,000,000

Eligible Handling Charges as a Percentage of Cost

12%
 \$600+10% of amt. over \$5,000
 \$1,600+8% of amt. over \$15,000
 \$4,400+5% of amt. over \$50,000
 \$6,900+2% of amt. over \$100,000

MATERIALS AND EXPENDABLES
FIELD PURCHASES
Instructions

FIELD PURCHASES – List all expendable field-purchased items for the billing period in this column.
This column is for expendable materials that are needed immediately and the contractor must purchase as needed. All items listed must be accompanied by a legible receipt.

QUANTITY – From the receipt, enter the quantity of items purchased in this column.

PRICE/ITEM – Enter the price per item from the receipt, including tax if applicable, in this column. If there is more than one item on the receipt, prorate the tax.

TOTAL COST/ITEM – The total cost/item will be automatically calculated.

HANDLING CHARGE – Based upon the subtotal purchases and the table above, handling charges will be automatically calculated.

TOTAL EXPENDITURES – The total expenditures will be automatically calculated.

SUBCONTRACTOR'S NAME – List all subcontractors used during the billing period.

WORK DESCRIPTION – Enter a brief description of work performed by each subcontractor.

Purchases Sheet includes: phone, shipping, postage, parking, tolls, meals, ice, etc.