

SUBCONTRACTOR REQUEST FORM INSTRUCTIONS

The Subcontractor Request Form (SRF) is a streamline form to use in requesting approval for subcontractors. Using this form will save time, eliminate excessive paper and ensure the subcontractor receives all the necessary documents.

PRIME CONTRACTOR:

1. The Prime fills out the form.
2. The Prime gives applicable documents 3-10 to the Subcontractor.
3. The Prime and Subcontractor sign , date and title the SRF
4. The Prime faxes, Scans or delivers the SRF and subcontract to the ADOT Field Office

FIELD OFFICE:

5. Faxes, Scans or delivers SRF and subcontract to Field Reports
6. Faxes or Scans approved SRF to Contractors

FIELD REPORTS:

7. Verifies information
8. Obtains Assistant State Engineer's signature
9. Faxes or Scans approved SRF to Field Office

Revised 2-29-08