

## Paste Letter Body On ADOT Letterhead

To: Mike Lessard  
Traffic Signal and Lighting  
Operations Unit Manager  
2104 S. 22<sup>nd</sup> Avenue  
Phoenix, AZ 85009

From: XXXXXXXXXXXXXXXX  
Resident Engineer  
ADOT XXXX Field Office

RE: Request for Department Furnished Materials  
(Project name, number, and tracs)

The above referenced construction project requires installation of traffic electrical equipment on the above referenced project. The Department's desire to complete the installation of the electrical system in the shortest time possible necessitates the use of Department Furnished Materials (DFM). These items, if purchased by the contractor, generally require a lead-time of eight to twelve weeks from the time the order is released.

The Department believes it is in the public's best interest to require the contractor to install materials furnished by ADOT Traffic Operations. I request that Traffic Operations authorize the issuance of **(State here what you need for the project)** for the above referenced project. Once authorized by Traffic Operations a copy of the change order will be provided to Traffic Operations before the contractor picks up the DFM.

Traffic Operations is authorized to bill the project tracs number for the warehouse inventory cost of those materials provided to the project.

**(Use one of the following statements below and then delete this bold type paragraph. The first is when no federal funding is used. The second is when the project is federally funded. Please note: Under the ADOT-FHWA Operating Partnership ADOT will administer all eligible projects in accordance with Sec 23 USC 106 and 109 and the Administrative Procedures of Federal-aid Projects. Under this partnership agreement ADOT Traffic Operations requires either the FHWA project administrator or the Assistant State Engineer for Construction, Mr. Julio Alverado to approve the use of DFM for those federally funded projects.)**

*There is no federal funding on this project, and therefore no FHWA authorization is required.*

*This project is federally funded, in accordance with the ADOT – FHWA Operating Partnership this project has received authorization from the FHWA administrator (or the Assistant State Engineer for Construction) to use DFM.*



Sincerely,

