

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0107. The time required to complete this information is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U.S. DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE  <b>CONSTRUCTION INVENTORY</b> (FOR LABOR AND MATERIAL CONTRACT)	<b>SHEET OF SHEETS</b>		
	<b>DATE</b>	<b>PROJECT DESIGNATION</b>	<b>CONTRACT NO.</b>
	<b>BORROWER</b>		<b>RUS PROJECT CODE(S)</b>
	<b>ENGINEER</b>		
<b>CONTRACTOR</b>			

**AMOUNT PAYABLE TO CONTRACTOR**

**A. TOTAL COST OF STANDARD, NEW AND CONVERSION ASSEMBLY UNITS INSTALLED**  
 (Total Column 6 RUS Form 254a) \_\_\_\_\_

**B. COST TO REMOVE "I" UNITS** (Total Column 7, RUS Form 254a) \_\_\_\_\_

**C. AMOUNT TO BE CREDITED TO CONTRACTOR FOR MATERIALS REMOVED FROM EXISTING FACILITIES AND RETURNED** (Total Column 14, RUS Form 254b) \_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_

**DEDUCT:**

**D. AMOUNT CHARGEABLE TO CONTRACTOR FOR MATERIALS IN ASSEMBLY UNITS REMOVED** (Total Column 9, RUS Form 254a) \_\_\_\_\_

**E. NET AMOUNT OF OWNER-FURNISHED MATERIALS** (Total Column 24, RUS Form 254c) \_\_\_\_\_

**F. NET AMOUNT DUE CONTRACTOR** \_\_\_\_\_

(In making final payment to Contractor, the net amount due the Contractor, as shown by this Certification, will be reduced by the sums, if any, due the Owner for liquidated damages, payment made to date, or other sums which the owner has the right to retain under the terms of the Contract, and signature by all parties does not preclude the retention by the Owner of such amounts.)

**CERTIFICATE OF ENGINEER**

*I certify that to the best of my knowledge and belief the attached final inventory correctly shows the total number and character of assembly units installed and removed by the Contractor and that the net amount of due the Contractor, as shown above, is true and correct.*

\_\_\_\_\_

\_\_\_\_\_ ENGINEER

By \_\_\_\_\_

\_\_\_\_\_ DATE

**ACCEPTANCE BY OWNER**

\_\_\_\_\_ OWNER

By \_\_\_\_\_ PRESIDENT

\_\_\_\_\_ DATE

**ACCEPTANCE BY CONTRACTOR**

\_\_\_\_\_ FIRM

By \_\_\_\_\_

\_\_\_\_\_ DATE

### RUS Form 254 Instructions

(See RUS Bulletin 176713-3, Preparation and Use of RUS Form 254, for additional instructions)

The Engineer will prepare 5 copies of RUS Form 254 and 254a; also 5 copies of Forms 254b and 254c when applicable,

Calculation of amount payable to Contractor will employ data taken from Nos. 1 thru 25, RUS Forms 254, 254a, 254b, and 254c. The amounts to be inserted opposite Items A, B, C, D, and E on RUS Form 254 are indicated in the texts of those items.

Nos. 1 thru 17, Forms 254a & 2541b: (Form 254b is required only when "I" removal units are included in the Contract.)

No.	Source of Information
1 and 2 _____	From tabulation of staking sheets *
3 and 4 _____	From Contract
5 _____	No. 3 plus No. 4
6 _____	No. 1 multiplied by No. 5
7 _____	No. 1 multiplied by No. 3 (for "I" units only).
8 _____	From Table "C" of Contract
9 _____	No. 1 multiplied by No. 8 for "I" removal units only. (Table C relates solely to "I" units.)
10, 11, & 12... _____	From Engineer's and Owner's records
13 _____	From Table D in Contract
14 _____	No. 12 multiplied by No. 13
15 _____	From Engineer's records (Quantities shall be listed opposite the appropriate material items described in No. 11.)
16 _____	From individual stock record card for each material item listed.
17 _____	No. 15 multiplied by No. 16

Data shown on Form 254c to be presented under the following headings, as appropriate:

#### PART 1. MATERIAL ITEMS INCLUDED IN LISTS SET FORTH IN CONSTRUCTION CONTRACT.

#### PART 11. OTHER MATERIAL ITEMS FURNISHED BY OWNER.

Nos. 18 through 25: (Form 254c is required only when there are owner-furnished materials.)

No.	Source of Information
18 and 19 _____	From Contract and Material Receipts
20 _____	From charge-out and credit tickets covering materials issued to and returned by Contractor **
21 _____	From average unit costs on charge-out and credit tickets relating to this construction, such costs in turn being taken from the average unit costs reflected by the stock record cards for the applicable period.
22 _____	No. 20 multiplied by No. 21
23 _____	For Part 1, from the unit prices specified in the Contract in the "List of Owner Furnished Materials" For Part 11, from the actual unit costs to Owner-- the same as used in No. 21
24 _____	No. 20 multiplied by No. 23
25 _____	No. 24 minus No. 22. (if a minus quantity, enter in parentheses.)

See 7 CFR 1726, Electric System Construction Policies and Procedures, for instructions regarding distribution of the completed forms.

Reference should be made to RUS Bulletin 1767B-3, Preparation and Use of the RUS Form 254, for instruction in accounting for all contract costs, including the retirement of units removed by the Contractor and the unitization by record units of costs of construction assemblies installed by the Contractor.

- \* Standard units will be listed first, followed by new units and conversion units, in that order, with all "I" removal units being listed last. In Column 2, under "Unit No.", enter the unit identifier, and under "Type", enter either: "N-New", "H-Conversion" or "I-Removal".
- \*\* The quantities shown in No. 20 should agree with materials receipts prepared in connection with the contract.

The types of items of material and the quantity of any item of material listed under Part I of the tabulation should be limited to the type of items and should not exceed the quantity of any item of material specified in the construction contract in the "List of Owner Furnished Materials." Any additional items of material or excess quantities over the items specified in such lists are to be shown under Part 11 of the tabulation.

U.S. DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE  <b>CONSTRUCTION INVENTORY</b> (FOR LABOR AND MATERIAL CONTRACT)					SHEET _____ OF _____ SHEETS				
					DATE		PROJECT DESIGNATION		CONTRACT NO.
					BORROWER				
					ENGINEER				
					CONTRACTOR				
ASSEMBLY UNITS		DUE CONTRACTOR FOR UNITS INSTALLED, CONVERTED AND REMOVED					AMOUNT CHARGEABLE TO CONTRACTOR FOR MATERIALS IN ASSEMBLIES REMOVED		
QUAN-TITY	UNIT NO. / TYPE N-New H-Conversion I-Removal	LABOR UNIT PRICE	MATERIAL UNIT PRICE	EXCEPT I UNITS		COST TO REMOVE "I" UNITS (Col.1 x Col.3)	UNIT VALUE (Table C)	TOTAL (Col.1 x Col.8)	
				TOTAL UNIT PRICE (Col.3 + Col.4)	COST OF CONSTRUCTION (Col.1 x Col.5)				
1	2	3	4	5	6	7	8	9	
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
/	/								
TOTAL									

U.S. DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE  <b>CONSTRUCTION INVENTORY</b> (FOR LABOR AND MATERIAL CONTRACT)				SHEET _____ OF _____ SHEETS				
				DATE _____		PROJECT DESIGNATION _____		CONTRACT NO. _____
				BORROWER _____				
				ENGINEER _____				
				CONTRACTOR _____				
SUMMARY AND CLASSIFICATION OF MATERIALS RETURNED TO OWNER BY CONTRACTOR FROM "I" REMOVAL UNITS AMOUNTS TO BE CREDITED TO CONTRACTOR FOR MATERIALS RETURNED								
ITEM DESIGNATION	DESCRIPTION OF MATERIAL	QUANTITY	ITEM VALUE TABLE D IN CONTRACT	TOTAL CREDIT TO CONTRACTOR (Col.12 X Col.13)	RETURNED MATERIALS DECLARED REUSABLE BY ENGINEER			
10	11	12	13	14	QUANTITY OF ITEMS	STOCK CARD ITEM PRICE	SALVAGE VALUE (Col.15 X Col.16)	
					15	16	17	
TOTAL								

U.S. DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE  <b>CONSTRUCTION INVENTORY</b> (FOR LABOR AND MATERIAL CONTRACT)	SHEET OF SHEETS	
	DATE	PROJECT DESIGNATION
	BORROWER	
	ENGINEER	
	CONTRACTOR	

TABULATION OF NET AMOUNT OF MATERIALS FURNISHED BY OWNER							
ITEM DESIG- NATION	DESCRIPTION OF MATERIAL	QUANTITY	ACTUAL COST TO OWNER		AMOUNT CHARGEABLE TO CONTRACTOR AT CONT. PRICE		EXCESS OF COL. 24 OVER COL. 22
			UNIT COST	EXTENDED COST <small>(Col. 20 X Col. 21)</small>	UNIT PRICE	EXTENDED COST <small>(Col. 20 X Col. 23)</small>	
18	19	20	21	22	23	24	25
TOTAL							