



O R E G O N

PROJECT MANAGER EXCEPTION MEMORANDUM

PROJECT NAME			
COUNTY CONTRACT NO.		ODOT KEY NUMBER	
PROJECT MANAGER			
EXCEPTION NO.	ADJUSTMENT NO.	ADJUSTMENT REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	ADJUSTMENT AMOUNT

Bid Item No.	Spec No.	BI Description	Missing Documentation

NOTE: If bid items are for HMAC, please indicate if exception is for aggregate production, mix production or placement. Be specific when identifying exactly what the exception applies to. If the exception applies to a missing verification test, please indicate how many tests were required, and how many tests were performed, results of any verification tests obtained, and why testing was missed.

Explain why missing documentation could not be obtained:

QUALITY DEFICIENCIES N/A

What was the alternate method used to accept the material?

QUANTITY DEFICIENCIES N/A

How was the quantity of the material verified?

CONSULTATIONS (attach email correspondence)

- | | | |
|--|-------------|-------------|
| <input type="checkbox"/> Specification Technical Owner | Name: _____ | Date: _____ |
| <input type="checkbox"/> Professional of Record | Name: _____ | Date: _____ |
| <input type="checkbox"/> QA/QC Coordinator | Name: _____ | Date: _____ |

Quantity of Material Incorporated	Quantity of Material Affected	Unit Price	Affected Cost (Affected Qty x Unit Price)
	0.00	\$0.00	\$ 0.00

To calculate, right-click and select Update Field

PROJECT MANAGER SIGNATURE	DATE
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APPROVAL ACTION

Accepted	Not Accepted (Return to PM)
<input type="checkbox"/> Participating	<input type="checkbox"/> Prepare Contract Change Order
<input type="checkbox"/> Not Participating	<input type="checkbox"/> Other (explain)

Capital Projects Manager Signature _____

Date _____