CITY OF NEW YORK DEPARTMENT OF DESIGN AND CONSTRUCTION

REQUEST FOR PERMISSION TO STORE MATERIAL

Proiect Name/Descri	ption:			Date:		
FMS ID:		Contract Reg. No: _		Pavment No:		
		PAR	<u>T I</u>			
We hereby request your approval of the purchase and storage of the following material or equipment and the place of storage, as indicated below, for the purpose of receiving payment prior to incorporation in the work of the above project:						
<u>Item</u>	Description	<u>Quantity</u>	Estimated Cost	<u>Place of Storage (On or Off Site)</u>		
(Attach Additional Sheets as Required)						

We agree that upon arrival of the purchase and storage of the above material or equipment, in whole or in part, we will assume all responsibility for the preservation and protection of such material and equipment until accepted and installed in accordance with the Contract Specifications.

Contractor:				Date:
	Print name	Signature	Title	

I certify that I or my representatives have checked the material or equipment and that they are required or specified for the work under the contract. An inspection of the proposed place of storage has been made, it is suitable and adequate for storage of the material or equipment. **I, THEREFORE, RECOMMEND APPROVAL** of the purchase of the above material or equipment and the place of storage at the indicated location.

RE/CPM:			Date:
Recommended Approval:	Print name	Signature	
EIC/Project Dir:			Date:
	Print name	Signature	
Deputy Borough Dir:			Date:
(Infrastructure only)	Print name	Signature	
Borough Dir./Program Dir:			Date:
_	Print name	Signature	

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PART II

LOCATION OF OFF-SITE PLACE OF STORAGE

TERMS AND CONDITIONS

- 1. This request, if approved, shall be with the understanding that all terms and conditions of the contract or any modification thereof shall be strictly adhered to.
- 2. That the City assumes no responsibility for the placing of orders, deliveries or storage of the material or equipment listed on the reverse side hereof if approved for purchase and storage.
- 3. The Contractor should not assume that the materials or equipment listed on the reverse side will be approved, such approval being entirely within the discretion of the Commissioner.
- 4. The Contractor is warned that the purchase and delivery of materials and equipment in anticipation of the approval of the Commissioner will be at his own risk, and that payment therefore shall not be included in any estimate until approval is granted.
- 5. The Contractor, when requesting payment for such material or equipment, shall submit with their estimate paid invoices in quadruplicate, bill of sale in quadruplicate, insurance coverage and such other forms as may be required.

INSTRUCTIONS

This form, when properly executed, shall be submitted to the Project's Resident Engineer/Project Manager for approval.

Four (4) copies are required - all copies must be signed in blue ink.

You will receive a copy indicating approval or disapproval of your request.

If only part of your request is approved, the material or equipment not approved will be crossed out, and initialed by the RE/CPM.