



**MATERIALS ON HAND SUMMARY**

CEM-5105 (NEW 06/2018)

**GENERAL INFORMATION**

- This form is to provide summary documentation on materials on hand requests and authorization of related payments.
- Section 3-906E, "Materials on Hand," of the *Construction Manual* contains related guidance on materials on hand.

**FORM**

- Use this form to summarize materials on hand requests and authorized payments.
- **CONTRACT NUMBER/CO/RTE/PM:** For local agency encroachment permit projects, write the encroachment permit number in the CONTRACT NUMBER field.
- **PROJECT IDENTIFICATION NUMBER:** For local agency encroachment permit projects, write N/A in the field.
- Identify the *progress estimate date* (for example, 04/20/18).
- Identify the *amount requested this estimate* in dollars that have been submitted by the contractor for this estimate on Form CEM-5101, "Request for Payment for Materials on Hand." This is the total amount requested.
- Identify if there is any *ineligible materials amount* that will reduce the materials on hand amount for this estimate. Ineligible materials include those that have not met those requirements identified in Section 9-1.16C, "Materials On Hand," of the *Standard Specifications* (for example, dollar value criteria not met, material does not conform to contract, storage, etc.). Document these amounts with the contractor's submission of Form CEM-5101, "Request for Payment for Materials on Hand" and file in Category 51.
- Identify if any portions of this material has been compensated through other bid item payments including payments for "furnish" that will reduce the materials on hand amount for this estimate (*incorporated or furnished materials amount*). Document these amounts with the contractor's submission of Form CEM-5101, "Request for Payment for Materials on Hand" and file in Category 51.
- Calculate the amount to be input on the current estimate's contract transaction input for materials on hand (*net MHS amount for contract transactions input – this estimate*). This amount is based on the *amount requested this estimate* less any *ineligible materials amount* and *incorporated or furnished materials amount*. Verify that remaining item payment amount is sufficient to cover remaining work including installation costs. If not, reduce material on hand payment accordingly.
- Identify the estimate number and contract transaction input line number associated with the current estimate's materials on hand entry.
- Record the *previous estimate's net MHS amount* or zero if this is the initial materials on hand request.
- Calculate the *MHS account balance – this estimate* by subtracting the *previous estimate's net MHS amount* from the *net MHS amount for contract transactions input – this estimate*. Positive values will result in additional monies to the contractor for MHS that will be reflected on the associated payment voucher. Negative values will result in credits to the Department for MHS that will be reflected on the associated payment voucher.
- Maintain this summary form within Category 51, "Materials on Hand," of the project records. File the supporting documentation (for example, Form CEM-5101, "Request for Payment for Materials on Hand," ineligible materials amount calculation and incorporated or furnished materials amount calculations) with the summary form.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.