

INSTRUCTIONS

1. Be sure to fill in all the blank spaces, as provided on the questionnaire, for each piece of equipment. Do not use ditto marks. Money amounts should be rounded off to the nearest dollar, leaving off the penny amounts and zeros. List all of your equipment including civil defense units, assembled or homemade units, used equipment and units on which there were no hours of operation. It is not necessary to sort, group or total the individual pieces of equipment on the questionnaire form, just show them individually in any order or as they appear on your books.
2. **CODE NUMBERS - IMPORTANT**
Be sure to list each piece of equipment under a specific code number as designated in schedule "C". **DO NOT COMBINE EQUIPMENT WITH DIFFERENT CODE NUMBERS** (if at all possible).
3. "Gain or Loss" column on the questionnaire. Gains or Losses should be listed for each piece of equipment sold. List gains as negative.
4. Please designate all diesel operated equipment with the suffix "D" - Example: No. 627D. This is for the purposed of making cost comparisons between diesel and non-diesel equipment
5. Completed Equipment Questionnaires, the Indirect and Storage Expense Disposition form and the Equipment Expense and Rental Analysis form should be filled in and mailed no later than March 1 to the County Road Association office.
6. The Department of Transportation – Maintenance will provide to each county road commission a copy of the data processing compilation summarizing the questionnaire data by individual codes for the year, if requested.

Please remember that this study is made annually at the request of your County Road Association. From the study of these questionnaires, the Negotiating Committee of your Association and the Department of Transportation - Maintenance will determine the proper rental rates for the calendar year.