

# MEMORANDUM JOB REPORT

## ACCOUNTS RECEIVABLE

*PLEASE PRINT ALL INFORMATION. USE REVERSE SIDE FOR ADDITIONAL ITEMS. DO NOT COMPLETE SHADED AREAS*

DESCRIPTION OF ARTICLES OR SERVICE RENDERED/LOCATION				JOB NO.	
				PERMIT NO.	
				APPLICATION NO. / CASE NO.	
DIVISION PROVIDING SERVICE	DATE JOB STARTED	DATE JOB COMPLETED	REFERENCE/PROJ. NO.	FEDERAL ID / EMPLOYER ID NO.	

<b>BILL TO</b>	NAME			ATTENTION	
	STREET ADDRESS				
	CITY	STATE	ZIP CODE	PHONE NO. (     )	

<b>LABOR</b>	NAME OR IDENTIFIER REFERENCE	DATE(S) WORKED	HOURS	RATE	DIRECT LABOR COST	
	<b>DIRECT LABOR COST TOTAL</b>					

<b>EQUIPMENT</b>	NUMBER OR DESCRIPTION	DATE(S) USED	HOURS	RATE	DIRECT EQUIPMENT COST	
	<b>DIRECT EQUIPMENT COST TOTAL</b>					

<b>MATERIALS</b>	ITEM DESCRIPTION	UNIT	COST/UNIT	DIRECT MATERIALS COST	
	<b>DIRECT MATERIAL COST TOTAL</b>				
<b>TOTAL DIRECT COSTS</b>					

INDIRECT COST TO BE COMPLETED BY FINANCIAL OPERATIONS DIVISION (FOD)				
LABOR ADDITIVE %	% X	DIRECT LABOR COST TOTAL		=
OVERHEAD %	% X	TOTAL DIRECT COSTS		=
REGION OFFICE		<b>TOTAL INDIRECT COST</b>		
		<b>TOTAL COST = TOTAL DIRECT COST + MATERIALS + TOTAL INDIRECT COST</b>		

SIGNATURE	TITLE	PHONE NUMBER
PRINTED NAME	E-MAIL	DATE

JOB NO.

PERMIT NO.

APPLICATION NO.

LABOR	NAME OR IDENTIFIER REFERENCE	DATE(S) WORKED	HOURS	RATE	DIRECT LABOR COST	
	ENTER TOTAL ON PAGE ONE					
	EQUIPMENT	NUMBER OR DESCRIPTION	DATE(S) USED	HOURS	RATE	DIRECT EQUIPMENT COST
ENTER TOTAL ON PAGE ONE						



**Reference Guide for completing Michigan Department of Transportation Memorandum Job Report Form 0838.**

- The calculations are automatic when the form is completed online.
- Make sure you sign the form and include your Region Office, printed name, title, phone number, e-mail and the date.

**Description of articles or service rendered — Location** — Provide information that can be used as description on invoice to explain charges.

**Job No.** — Complete if applicable.

**Permit No.** — Complete if applicable.

**Application No./Case Number** — Complete if applicable.

**Division Providing Service** — Name of Division providing services for which we are requesting reimbursement.

**Date Job Started and Date Job Completed** — Date job started and completed.

**Reference/Project No.** — Identifying information and if work relates to a project, indicate project and phase numbers.

**Federal ID/Employer ID No.** — Reference number helpful in collection efforts or refunds.

**Bill To** — Name and mail address of responsible party where invoice needs to be mailed.

**Attention** — Provide an individual's name if the invoice needs to be sent to their attention for approval and/or payment.

**Phone No.** — The vendor's phone number to call if there are problems collecting the invoice.

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### LABOR

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**Name or identifier reference** — Employee's name and Employee Identification Number (EID) as long as the information on Form 0838 can be identified to a specific individual.

**Date(s) worked** — Date(s) worked on this specific job.

**Hours** — Hours worked on this specific job.

**Rate** — The hourly rate for each individual.

**Direct labor cost** — Total of all direct labor costs which automatically calculates if form completed online.

**Direct labor cost total** — Total of all direct labor costs which automatically calculates if form completed online.

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### EQUIPMENT

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**Number or description** — List the various equipment numbers or description of the equipment used on job.

**Date(s) used** — The date(s) the equipment was used.

**Hours** — Hours the equipment was used.

**Rate** — Schedule C Equipment rental rate which is recalculated annually can be found on the Maintenance Services web page.

**Direct equipment cost** — Hours multiplied by rate equals direct equipment costs which calculates automatically if form completed online.

**Direct equipment cost total** — Total of all direct equipment costs which calculates automatically if form completed online.

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### MATERIALS

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**Item description** — Description of the item(s) used for which the customer is to be charged.

**Unit** — The number of units used on this particular job.

**Cost/unit** — Units multiplied by cost per unit equals direct material costs which automatically calculates if completed online.

**Direct material costs total** — Total of all direct material costs which automatically calculates if completed online.

**Total direct costs** — Total of direct labor costs + direct equipment costs + direct materials costs = total direct costs which automatically calculates if completed online.

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### INDIRECT COST TO BE COMPLETED BY FINANCIAL OPERATIONS DIVISION (FOD)

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**This section is to be completed by FOD.**

**Labor Additive** — Multiply labor additive rate by direct labor cost total, which calculates automatically if completing form online.

**Overhead** — Multiply overhead rate by the total direct costs, which calculates automatically if completing form online.

**Total indirect cost** — Is total direct labor cost after labor additive is added + total direct cost after overhead is added which calculates automatically if completing form online.

**Total cost** — The sum of total direct costs + total indirect costs, which calculates automatically if completing form online.

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**Signature** — Individual completing form.

**Title** — Job title of individual completing form.

**Phone No.** — Phone number of individual we can call if we have any questions.

**Printed Name** — Print the name of the person signing the form.

**E-mail** — Email address of person completing the form.

**Date** — Date signing form.