

MDOT UTILITY INVENTORY CHANGE

Date: _____

PART-1 (COMPLETE FOR NEW SERVICE REQUEST ONLY)

(Initiator Contact Information)

Service Request Initiator: _____

Service Request Initiator's Location:

DIVISION / LANSING	REGION
TSC	PHONE NO.

PART- 2 (Action Requested)

Reason for change:

Add Delete Change Coding Other _____

Description of New Installation or Reason for change: _____

Note: For New Service Requests forward this form to the Region Financial Analyst or the Division Office Manager that is responsible for paying for the service.

PART-3 (SIGMA Initiator or Approver Contact Information)

SIGMA Initiator or Approver _____

SIGMA Initiator's or Approver's Location:

DIVISION / LANSING	REGION
TSC	PHONE NO.

PART-4 (Utility and MDOT Service Data)

Utility Vendor: _____ Service Type: _____

Account Number: _____

Meter Number: _____

Address ID: (20 Characters)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
M	D	O	T	/		/											/		

Site ID: (11 Characters)

1	2	3	4	5	6	7	8	9	10	11
5	9	1								

Street Address Service: _____

City: _____ MI

Zip Code: _____

PART- 5 (SIGMA Coding Data)

ACCT. TEMP.										
ACTIVITY										
DEPT. OBJ.										
LOCATION										
PROG.										
PROG. PHASE										
SUB. ACTIVITY										
REPT. CD										
OTHER										
%										

PART- 6 (Confirmation of Change)

Dear Service Request Initiator and SIGMA Initiator or Approver:

The change you requested was completed or _____ by _____, Contact me at (517) _____, if you have any questions.

Final Distribution for Completed Request:

Original to: Accounting Service Division, Payment Section

CC: Service Request Initiator and SIGMA Initiator or Approver

Responsible Organization: Bureau of Finance & Administration, Financial Operations Division, Payment Section.

Subject: Maintaining the Inventory of Utility Accounts

Purpose:

Establish guidelines for completing form 1237 - MDOT Utility Inventory Change Request. When completed correctly this form provides adequate data to insure that the Bureau of Finance & Administration, Financial Operations Division, Payment Section can maintain and update the Inventory of Utility Accounts used for electronic payment of utility bills.

Information:

- A. MDOT Utility Inventory Change Request is available on the MDOT Interchange.
- B. All MDOT employees must complete form 1237 when initiating a new utility service, deleting an existing utility service, changing the financial coding used to pay a utility bill or to make any other change in the inventory data base including revising the account number, changing the SIGMA Initiator or Approver.
- C. This process only applies to utility services projected to exist for 6-months or more.

Procedures:

A. Part One; Service Initiator Contact Information

The individual requesting a change in utility service should complete Part One of the MDOT Utility Inventory Change. The information required includes the name of the requester, identify the requester's work location as a Lansing division, region office or a transportation service center (TSC) and the telephone number of the service request initiator. This information allows others contributing information to the form to contact the service request initiator to clarify information on the form and advise the requester that the change has been implemented.

B. Part Two; Action Requested

This part should be completed by the Service Request Initiator in the case of a new service or the SIGMA Approver for deletions, coding changes or other reasons. Check the action requested Add, Delete, Change Coding or Other change in the inventory data base including revising the account number, changing the SIGMA Initiator or Approver. Describe the change in sufficient detail to assist in the identification of the appropriate utility account. For example, in the case of a signalized intersection include the names of the intersecting streets and the signal reference number.

C. Part Three; SIGMA Initiator or Approver Contact Information

This section provides information for the Financial Operations Division, Payment Section to contact the individuals with budget responsibility for processing the bill. It will allow the Payment Section to clarify information in the Service Address, the Site ID and the coding information. It will also identify the person to be notified when the change has been implemented.

D. Part Four; Utility and MDOT Service Data

This section provides the information needed by the utility company's data base to communicate with the MDOT data base. The information needed includes:

1. The name of the utility company providing service
2. The type of service being provide, i.e. gas, electric, telephone or water
3. The utility company's account number for the service
4. The meter number for the service if appropriate
5. The Address ID and Site ID as described in the Guidance Document for Developing the Address ID and Site ID
6. The Street Address of the Service if appropriate including city and Zip Code.
7. The ADPICS Department of the SIGMA Approver having budget responsibility for the bill.

E. Part Five; SIGMA Coding Data

This section provides the standard SIGMA Coding to insure that the bill is charged to the appropriate Responsibility Budget. The information includes:

1. Accounting Template
2. Activity
3. Department Object
4. Location
5. Program
6. Program Phase
7. Sub Activity
8. Report Code
9. Other
10. Percent (SIGMA allows the cost of the bill to be split between as many as 10 different coding
11. lines Percent identifies which portion of the bill is being charged to a specific set of coding.)
Service Type (gas, electric, water or telephone)

F. Part Six; Confirmation of Change

The Accounting Service Division, Payment Section completes this section to notify the Service Request Initiator and the SIGMA Initiator or Approver that an inventory change they have requested has been implemented. The information includes the effective date of the change, the first and last name and the telephone number of the person in the Payment Section who implements the change in the data base.

G. The Distribution List of this form is fixed and includes the original being retained in the Payment Section with copies going to the SIGMA Approver or Initiator and the Service Request Initiator if this is another individual.

H. An example of a completed MDOT Utility Inventory Change Request is attached.

APPROVED (Division Administrator)	DATE
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