Revised 7-05
NBIS FORM IX

BRIDGE WEIGHT LIMIT SIGNS
MATERIAL REQUISITION AND INSTALLATION LOG

BRIDGE INFORMATION *					REQUISITION INFORMATION														INSTALLATION INFORMATION	
Bridge Number	Route Number or Name and Feature Under Bridge	Truck Weight Limits (Tons)			Material Quantity**												Requisition Date (M/D/Y)	AHTD Issuer (Initials)	Received by Agency (Initials)	Install Date (M/D/Y)	Installation Certified By Agency Official (Signature)
		Code 4	Code 9	Code 5	# Signs	# Posts	Number of Decals									# Dcls.					
							0's	1's	2's	3's	4's	5's	6's	7's	8's	9's	Bl.					
Totals:																						

THESE MATERIALS MUST BE INSTALLED AND THIS FORM SIGNED AND RETURNED WITHIN ONE MONTH OR THE AGENCY WILL BE BILLED FOR 100% OF THE MATERIAL COST.

Instructions For Completing Form:

1. Complete columns of the "Bridge Information" area, using information from AHTD notification*.
2. Determine material quantities needed and complete the columns of "Requisition Information" area as necessary for each bridge.
3. Agency Administrator signs "Requesting Official's Signature".
4. Completed and signed form is delivered to AHTD District Headquarters where materials are requisitioned using the columns of the "Requisition Information" area.
5. The requesting agency retains the original and one copy of the form and the District Headquarters forwards a single copy to Bridge Division.
6. Upon properly installing requisitioned materials, the requesting agency completes "Installation Information" and sends original to District Headquarters.
7. After review of completed form, District Headquarters sends original to Bridge Division for processing and billing.

* Use the most current information from:
1. The latest "Bridge Inventory / PostingCertification" report, ***OR***
2. Other AHTD notification (Form V, letter,...etc.)

** A maximum of 12 single digit decals, 2 posts, and/or 2 signs per bridge may be requisitioned at one time.

FOR AHTD USE ONLY
Date Forwarded to Bridge Division:

Notes:
1. By completing columns in the "Installation Information" area, the agency which requisitioned the signing material certifies that these materials were properly installed at the designated bridge site on the date shown.
2. The agency requisitioning the material will be billed for only 20% of the material cost if "Installation Information" is completed and the original form is returned to the District Headquarters within one month of the date shown in the "Requisition Information" area. If completed and returned beyond the one month limit, the agency will be billed for 100% of the material cost.

Requesting Official's Signature _____
County Judge

County of _____

Requesting Official's Signature _____
Mayor / City Administrator

City of _____