



The Illinois State Toll Highway Authority
2700 Ogden Avenue
Downers Grove, Illinois 60515-1703
630-241-6800
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T.T.Y. 630-241-6898

INVOICE ADJUSTMENT REPORT

<input type="checkbox"/>	Planning Invoice
<input type="checkbox"/>	Design Invoice
<input type="checkbox"/>	Property Invoice
<input type="checkbox"/>	Inspection Invoice

Project Number: _____
 Consultant: _____
 Invoice Number: _____
 Invoice Duration: _____
 Project Engineer: _____

REASON FOR ADJUSTMENT

<input type="checkbox"/>	Exception to Supplement to Exhibit 'C'
<input type="checkbox"/>	Backup Documents(Direct Expenses)
<input type="checkbox"/>	Missing Timesheets/Unsigned Timesheets
<input type="checkbox"/>	Approval of Funds Transfer Not on File
<input type="checkbox"/>	Approval of Supplemental Agreements Not on File
<input type="checkbox"/>	Exceeded Upper Limit
<input checked="" type="checkbox"/>	Other: _____

DIRECT SALARIES TOTALS ADJUSTED FROM _____ TO _____

DIRECT EXPENSES TOTALS ADJUSTED FROM _____ TO _____

DIFFERENCE: (\$) _____ See attached for backup

COPIES OF THE ADJUSTMENTS ARE ENCLOSED FOR YOUR REVIEW. PLEASE UPDATE YOUR RECORDS ACCORDINGLY.

Kelly Kane
A/P Representative
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