

DEPARTMENT FURNISHED MATERIAL CHECKLIST

- The scope and the duration of the project should be considered when using Department Furnished Material (DFM). Large projects that may exceed our resources and/ or long duration projects do not justify using DFM.
- Department Furnished Material (DFM) should be requested by one of the following; the Regional Traffic Engineer, the District Engineer, the Project Manager, and/or the Design Engineer. The request must be in letter or memo format AND e-mail to Mohamed Youssef and copy Glenn Mara.
- The DFM request must indicate if the project will be federally funded or not. If it is federally funded approval must be obtained from the State Traffic Engineer (Mike Manthey), or the FHWA project administrator.
- The DFM request must specify the construction funding org and project TRACS. NUMBER.
- Mohamed Youssef approves the use of DFM, the warehouse file should have a copy of the request and approval letters for your files as well as the C&S notification letter.
- At 60% and 95% the designer should provide a list of the DFM based on the information in the plans.
- When plans are sealed and signed, and project advertises, send or hand carry a "Final" estimate, sealed signal plans and Special Provisions to Glenn Mara.

For more information please visit

<http://www.azdot.gov/highways/traffic/DFM.asp>