Division of Construction Management, August 5, 2002

The following Administrative Ruling is hereby issued:

**Small Quantity Acceptance and Documentation**

Administrative ruling establishes general requirements for control, acceptance and documentation, and limitation of small quantities conforming to 106.03 (2002 Spec Book) or 106.031 (1997 Spec Book).

1) Before accepting a material as small quantity, the Project Engineer will verify the product:
    a. Meets the requirements of 106.03 (2002 Spec Book) or 106.031 (1997 Spec Book).
    b. does not exceed 10% of the total quantity required for the specific construction item and is not a critical structural item.
        1) The maximum small quantity percent may be increased to 20% by District Construction Engineer’s approval.

2) Small quantities will be documented in the construction management system.
    a. Project records should include at least:
        1) Type.
        2) Source.
        3) Quantity.
        4) Any delivery tickets or provided documentation the Engineer used as evidence for acceptance.