

Material on Hand (MOH)

Recordkeeper Job Aid

Construction Division

Overview

Contractors may obtain materials ahead of the work start date or submit requests to be paid for materials that are contract bid items and purchased for the specific contract but are not ready to be installed. This is known as Material on Hand (MOH).

The goal of this document is to provide general information and resources regarding MOH and possible construction recordkeeper tasks.

Resources

- *Contract Administration Manual* (CCAM), Chapter 11, [Section 2, "Material on Hand \(MOH\)"](#)
- TxDOT Standard Specifications, Article 9.6, "Payment for Material on Hand (MOH)" (2014 and 2024 spec books)
- [Material producer lists](#) (MPLs)
- SiteManager reports
- CON320 [Construction Recordkeeper Material on Hand \(MOH\) Process](#) presentation (internal access only)
- [Material Inspection Guide](#) (MIG)

Applications Used

- SiteManager
- ProjectWise

Forms

- Form 1914, "Request for Material on Hand Summary Sheet"
- Form 1915, "Request for Payment of Material on Hand" (or equivalent)

Knowledge Regarding MOH Criteria

Material must meet the contract requirements. Material must have been sampled, tested, approved, and/or certified, considered ready for incorporation into the work, and be appropriately stored to be considered for payment. Refer to Spec Book, Article 9.6 and CCAM Chapter 11 Section 2 for additional requirements regarding material eligibility, acceptable storage of items, and testing and approval requirements.

Be aware of the District's Standard Operating Procedure (SOP) for MOH and any recordkeeper responsibilities regarding the process. Common tasks include the following.

Preconstruction Conference

Discuss and establish timelines and cut off dates for MOH submissions. Once a cut-off date is established, it should not be modified throughout the life of the project. The date is agreed upon by the Engineer and the contractor at the preconstruction meeting to allow time for full review prior to processing the current month's estimate. Subcontractors may not submit MOH directly; it must be submitted on their behalf by the Prime only.

Review of Contractor Submitted MOH Request

Review of the submitted MOH request may involve multiple project staff for office review and field material verification, including the following.

- **Initial form review**
 - Verify Forms 1914 and 1915 are submitted timely, signed, and completed correctly.
 - No incidental items are included (if found, return to Contractor for revision and resubmission).
 - Verify all materials meet MOH criteria and contract requirements.

Note: The contractor must submit a Form 1914 and 1915 monthly until zero balance is reached, regardless of no changes from previous month's submissions.

- **Material and storage verification**

- Confirm materials meet MOH criteria and are stored, approved, and identified per Form 1915, which provides the location of the stockpile storage or fabrication plant with project staff.
- Verify stockpiled materials have been physically accounted for, are appropriately labeled, and are acceptable.
- Check MPL as needed.
- For prefabricated structural materials with the test method TXTRST that are stored at approved sites, run the Material Verification Report (MVR) (CIS26) for verification, if applicable. This is found on the SiteManager – Report Server (Production). If a discrepancy exists between a requested quantity and an approved quantity, email MTD_StructuralDeficiencies@txdot.gov for assistance.

Note: Notify Contractor immediately of any material sampling issues to provide opportunity to make corrections

- **Cost and quantity verification**

- Verify unit price does not exceed actual material cost per invoice OR total item costs less placement costs (whichever is less).
- Plan quantity less placed quantity does not exceed project quantity.
- Verify the quantity “used this period” aligns with the preliminary estimate quantities. Resolve any quantity discrepancies before including in monthly estimate.
- Verify unit cost does not exceed bid item cost for the project.

- Verify submittal of paid invoices for any MOH within 60 days of receiving payment (two estimate cycles). If paid invoices are not received, remove the item from MOH.

Note: Make corrections before making any additional payments to the Contractor. Initial and provide revised forms back to Contractor if changes were made.

Form 1259, "Summary Materials Received and Used" is an *optional form to help track MOH.

- **Best Practice**

- Start on Form 1915 to verify each item as you go. Make sure the amount and calculations are correct and matching across and down to get the total of each sheet. Then verify the numbers were correctly transferred on the Summary, Form 1914, verify the change. Check everything but the summary amount on Form 1914 first to make sure it matches any previous amounts: Total Value (previous month) is same as Less previous balance.

Payment Processing

Payments for verified MOH requests are made through SiteManager and processed during the estimate cycle.

- Create a Daily Work Report (DWR) for payment in SiteManager.
- The quantity paid is the verified Net Change from the Form 1914 submitted.
- Notify another project staff to authorize.

Note: If MOH payment requested before work begins, credit time as "TIME NOT STARTED", or appropriate project credit time for the DWR Diary entry.

Documentation in ProjectWise

Retain all documentation supporting MOH payments within ProjectWise including revised forms, communications with the contractor, and reviews.

Ongoing Requirements and Reviews

CCAM Chapter 11, Section 2 identifies various reviews and requirements, including contractor requirements as outlined by responsible person(s).

- **Contractor**
 - Submit monthly Forms 1914/1915 until zero balance reached, regardless of no changes from previous month's submitted forms.
 - Provide paid invoices within 60 days of payment (containing manufacturer, unit price, item supplied, and signed payment was made statement).
 - Retain all documentation supporting MOH payments for all spot checks and process reviews until final acceptance of contract on project closeout.
- **Area Office and Recordkeeper** (*Refer to the guidelines listed in the CCAM Chapter 11 Sec 2, under Area Office Responsibility for MOH*)
 - **Cursory Reviews.** Also referred to as the monthly spot check. Review MOH payment requests received from the contractor to ensure that materials are eligible for MOH payment. Request an explanation from the contractor for any apparent discrepancies, such as quantity or price irregularities. The monthly MOH payment request must be reviewed and initialed by the Project Manager, Project Engineer, Assistant Area Engineer, or Area Engineer.


- **Quarterly Audits.** Audits one material item per quarter that has reached the 60-day threshold. If issues are found, increase the number of items verified. On the monthly MOH payment request, indicate which item was checked by initialing and dating next to the item to certify that the audit is complete.

Note: If an audit indicates that the Department overpaid the contractor for MOH, correct the overpayment with a supplemental progress estimate or with the next monthly estimate. TxDOT District Construction Office (DCO) will not generate a supplemental progress estimate due to a missed deadline.

If issues are found with MOH submissions, discuss with the DCO regarding conducting additional audits that may include the following.

- **Process Reviews.** Conduct process reviews to ensure that the contractor's internal process satisfies contract MOH requirements (e.g., record-keeping system, site reviews, or measuring procedures.) The contractor must have sufficient checks and balances in place to ensure the accuracy of requests for MOH payment. If a process review indicates the need for corrective action, notify the contractor in writing of corrective actions needed.
- **Contractor Record Audits.** Typically, the Department audits contractor records for cause only; however, the Department retains the right to audit contractor records at any time to ensure contract compliance

Material on Hand (MOH)



Texas Department of Transportation
Form 12-4
(REV. 24-14)
Page 1 of 1

CSJ: _____

PROJECT: _____

HIGHWAY: _____

COUNTY: _____

REQUEST FOR PAYMENT OF MATERIALS ON HAND
SUMMARY PAGE

Sheet Totals		Amount
Sheet	of	
Sheet	of	
Sheet	of	
Sheet	of	
Sheet	of	
Sheet	of	
Sheet	of	
Sheet	of	
Sheet	of	
<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> O </div>		
Total Value:		
Less Previous		
Net Change This Estimate:		

1. Materials are non-perishable and suitable for incorporation into the work.
2. All materials are stored properly to prevent deterioration, contamination or intermingling of stockpiles.
3. Paid invoices are available for review for any materials that have been presented for payment.
4. All materials are identified and set apart for this project and have not been included in a request for payment on any other Texas Department of Transportation (Department) project.
5. The signatory hereby warrants that they have the authority to execute this request.

I certify that the quantities and values shown on this request for payment are true and correct. The materials are stored on the project site, or in a (Department-approved location(s)), and meet all requirements of the contract.

1. **Access forms** located on
TxDOT.gov > Do Business >
road-bridge-maint> resources
> construction forms.

Review project info.

Verify included 1915(s) sheets.

Total of all 1915 sheets.

Verify previous total value from last month's paid MOH request.

Verify Net Change This Estimate (Total Value minus the Less Previous total value).

Confirm the contractor has completed the required fields: Prime contractor named with signature, title, and date.

3. **Review Form 1915.** Ensure it has been filled out entirely, supporting documents account for quantities provided, and it is signed by an authorized representative.

CSJ: _____
 PROJECT: _____
 HIGHWAY: _____
 COUNTY: _____

REQUEST FOR PAYMENT OF MATERIAL ON HAND

CONTRACTOR: _____

Estimate Period From _____ To _____

(Click on (+) to ADD items (-) to DELETE items)

Item and Description Number (0000-0000)	Material Description and Location	Unit of Meas
2	3	4

Received This Period	Unit Price \$
5	6

Previous Quantity On Hand	Used This Period	Balance On Hand
7	8	9

4. Check the following numbers:

1. Review project info.
2. Check item and description number are included in project and check that it meets MOH requirements/criteria.
3. Check material description and location is compliant with MOH standards.
4. Check that correct unit is used for measurement in bid item or for subsidiary item.
5. Received this period (check that received qty and the last paid) do not go over the bid item quantity.
 Note: If any amounts received, check invoices and bid quantity amount to **ensure MOH total does not go over.**
6. Review unit cost does not exceed bid item cost (including transportation cost).
7. Review previous quantity on hand to previous month submission.
8. Review quantity used this period to current month installed work.
9. Verify balance on hand.

Total Installed to Date	Plan Qty	Total Value \$
10	11	12

11. Reference: 'Contract Line Items Report' - SiteManager Contract Administration Report found on Crossroads. It displays all line items and quantities installed to date.

[Divisions](#) / [Construction Division \(CST\)](#) / [CMISD](#) / [SiteManager](#)

Grand Total Sheet Total

Factor expressly authorizes the Texas Department of Transportation (Department) to audit system. If the Department determines noncompliance with any of the requirements of the duration of the Contract.

REQUEST FOR PAYMENT OF MATERIALS ON HAND
SUMMARY PAGE

Sheet Totals		Amount
Sheet	of	
Sheet	of	
Total Value:		
Less Previous Total Value:		
Net Change This Estimate:		

a. **Balance**
b. **Total Value**
c. **Previous Balance**
d. **Net Change**

10. Review total installed to date to **total quantity paid**.
11. Verify plan quantity, including any change order amounts if applicable. This can be found on the Contract Line Items Report under bid quantity.
12. Verify Total Value (balance on hand × unit price).

Previous month total value should be same as: **Current month less Previous total value**.

13. Crosscheck

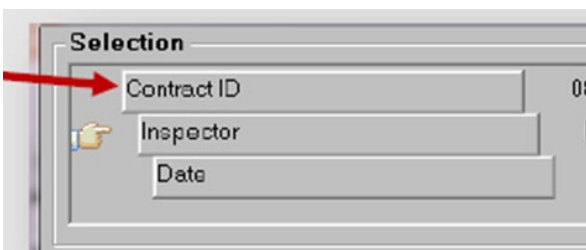
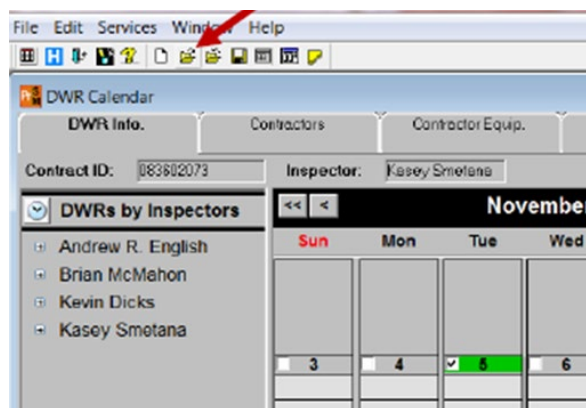
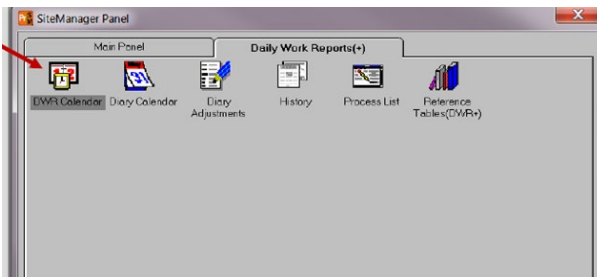
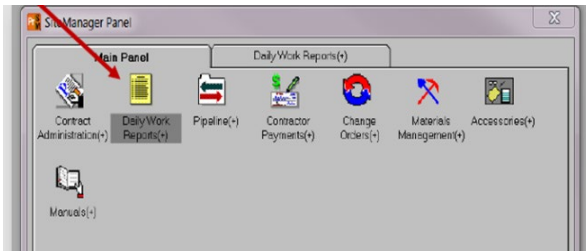
Check on the Item History Report or with the Estimate Items Paid/Against Used for this period, the Sheet Total should match.

- a. Summary Sheet amounts – Add up the Summary lines = **Balance**
- b. Total Value – **Less**
- c. **Previous Balance** amount
- d. = the **Net Change** for this estimate.

Table 2 – Payment Processing:



a.



14.Login to SiteManager and go into the Main Panel.

a. Navigate to Daily Work Report(s) where you will be placing **quantity which is the net change** for this estimate identified on Form 1914.

15.Choose DWR Calendar.

16.Open folder to select your CSJ.

17.In the pop-up window, choose Contract ID.

Contract ID	Description	Vendor Description	Fed State Proj Nbr
90360373	INTERCHANGE (NEW OR RECONSTRUCTED)	TEXAS MATERIALS GROUP, INC.	STP 201 9036MM
90360354	INTERS IMPRV	RYAN EQUIPMENT INC.	STP 201 1054
903602122	BRIDGE PAINTING	G & G LAWN CARE	CPM 903-22-122
90360690	REPLACE BRIDGE AND APPROACHES	DAYCO CONSTRUCTION CO.	BR 99(623)OK
90360690	RECONSTR CO ROAD TO 5-LANE URBAN	JAMES CONSTRUCTION GROUP, LLC	MO 2002(267)
90360699	BRIDGE MAINTENANCE	TEXAS TREE & LANDSCAPE, LTD.	CPM 903-36-89
9036100	REPL BR & APPRS	KNIFE RIVER CORPORATION - SOUTH	BR 2002(45)OX

18. Find the CSJ, select User ID or find your name, and double click to open.

DWR Date	Locked	Auth Ind
10/01/19	No	Yes
09/30/19	No	Yes
09/29/19	No	Yes
09/28/19	No	Yes
09/27/19	No	Yes
09/26/19	No	Yes
09/25/19	No	Yes

a.

19. Find the DWR date.

a. Click on the New Page icon.

Inspector: Kasey Siskens

DWR Date: 10/70/00

Authorized: No 10/06/00
Locked: No

No Work Items Installed: ☒
No Contractors On Site: ☒
No Daily Staff On Site: ☒

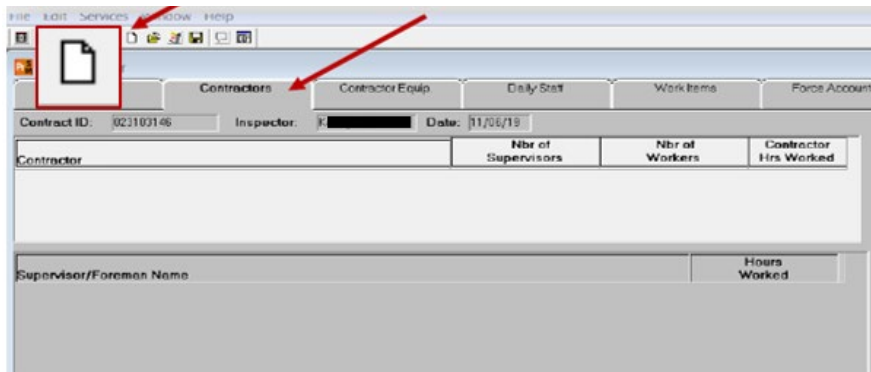
Temperature
High: 0
Low: 0

Weather Conditions
A.M.:
P.M.:

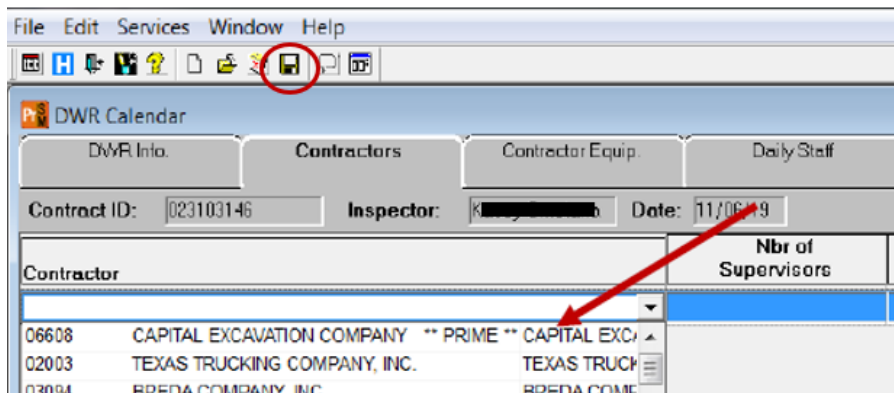
Work Suspended: ☐
Suspended Time: 00:00
Resumed Time: 00:00

20. A blank calendar screen will appear. For DWR date, put **current date** (within estimate period), hit enter, and then click the Save icon.

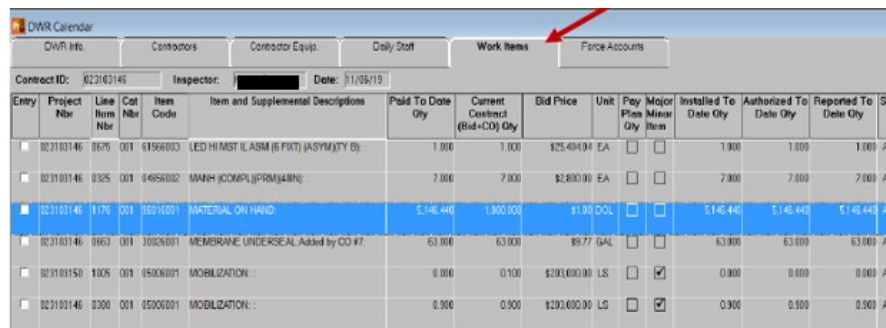
Note: *Otherwise follow your District/Office guidelines for date MOH are entered.*



21. Open the Contractors tab and click on the New Page icon.



22. Select the Prime contractor for the project and click on the Save icon.



23. In the Work Items tab for the project, find the MATERIAL ON HAND bid item, and double click.

Note: this is typically Item code 96016001 for projects under the 2014 specs and 96017001 for projects under the 2024 specs.

File Edit Services **Window** Help

DWR Calendar **New**

Contract ID: 023103146 Inspector: [REDACTED] Date: 11/06/19

Project Nbr: 023103146 Line Item Nbr: 1176 Item Code: 86016001 Category:

Item Desc: MATERIAL ON HAND:

Qty Reported to Date: 5,146.440 Qty Authorized to Date: 5,146.440

Qty Installed to Date: 5,146.440 Qty Paid to Date: 5,146.440

Nbr	Location Installed	Placed Qty.	Unit	Cost	Plan Page
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24. Choose the New Page icon to enter the quantity.

AASHTO SiteManager - (20190823) LCC119M2

File Edit Services Window Help

DWR Calendar **New**

Contract ID: 023103146 Inspector: [REDACTED] Date: 11/06/19

Project Nbr: 023103146 Line Item Nbr: 1176 Item Code: 86016001 Category Nbr: 001 Status: Active

Item Desc: MATERIAL ON HAND:

Unit Price: \$1.00

Units Type: DOL Pay Plan Qty

Major/Minor Item

Qty Reported to Date: 5,146.440 Qty Authorized to Date: 5,146.440 Bid Qty: 1,000.000

Qty Installed to Date: 5,146.440 Qty Paid to Date: 5,146.440 Current Contract Qty: 1,000.000

Nbr	Location Installed	Placed Qty.	Unit	Cost	Plan Page
1		888 DOL		\$8.88	

Placed Qty: 888 DOL Cost: \$8.88 Station: 000 Offset: 000 Distance: 000

Contractor: [REDACTED] From: + 000 To: + 000

Location: [REDACTED]

Loc Seq Nbr: 1 Plan Page Nbr: 0 Measured Indicator: Final Pymt Interim

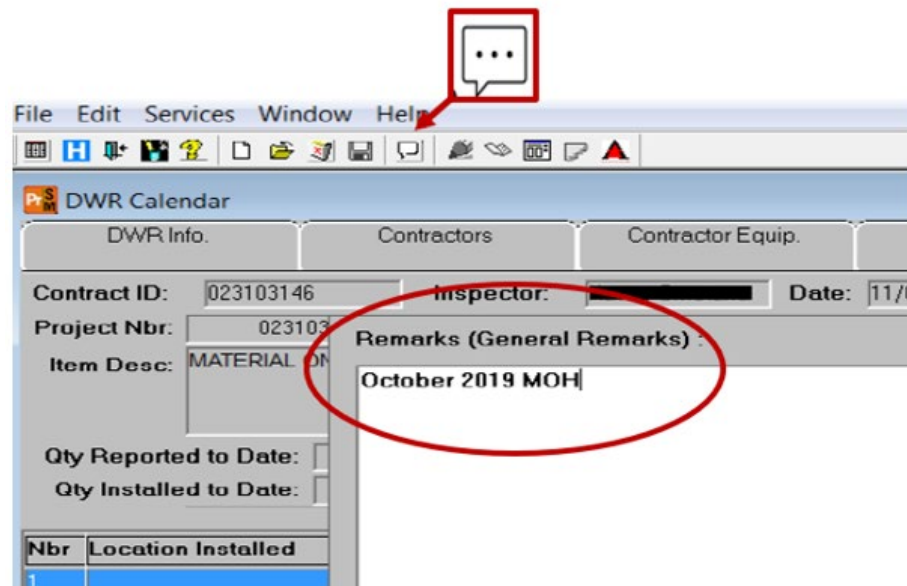
25. In the bottom section on this tab, enter the placed quantity. This is the Net Change This Estimate shown on Form 1914.

ENTER CHANGE AMOUNT

Enter Contractor using drop-down menu, and type the location below contractor

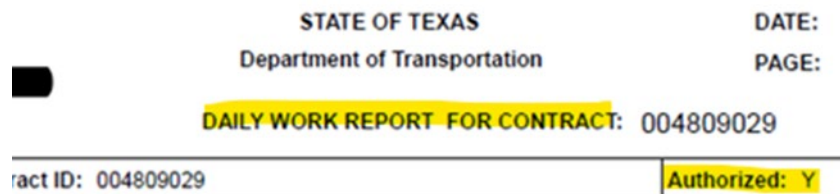
Note: If quantity is negative, make sure to enter [-] before the entered quantity

26. Open the Remarks Bubble icon, enter the month and year for MOH payment, save, and close.

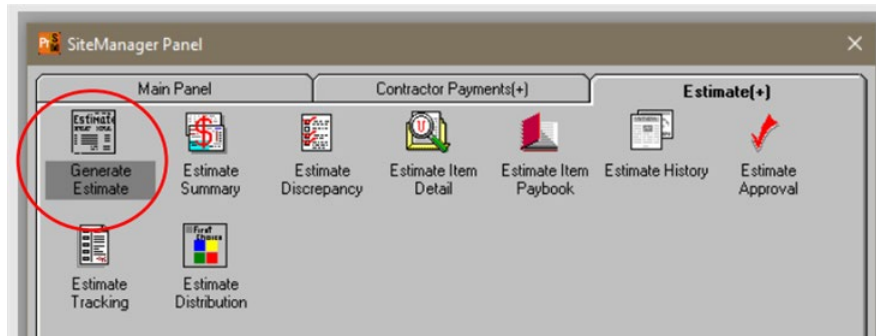


The screenshot shows the 'DWR Calendar' application window. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. The toolbar contains various icons, including a speech bubble icon with three dots, which is highlighted by a red box. Below the toolbar, there are tabs for 'DWR Info.', 'Contractors', and 'Contractor Equip.'. The 'DWR Info.' tab is active, showing fields for 'Contract ID: 023103146', 'Inspector: [redacted]', 'Date: 11/0', 'Project Nbr: 023103', and 'Item Desc: MATERIAL ON'. A red circle highlights the 'Remarks (General Remarks)' field, which contains the text 'October 2019 MOH'. Below this, there are fields for 'Qty Reported to Date:' and 'Qty Installed to Date:'. At the bottom, there is a table with columns 'Nbr' and 'Location Installed', showing a single row with '1' in the 'Nbr' column.

27. Have the DWR Authorized. Remember that DWRs cannot be created and approved by the same individual; another team member will need to approve this MOH DWR to be included in the estimate if you as the recordkeeper make the entry.



The screenshot shows a 'DAILY WORK REPORT FOR CONTRACT: 004809029' form. The form is from the 'STATE OF TEXAS Department of Transportation'. It includes fields for 'DATE:', 'PAGE:', 'Contract ID: 004809029', and 'Authorized: Y'. The 'Authorized' field is highlighted in yellow.

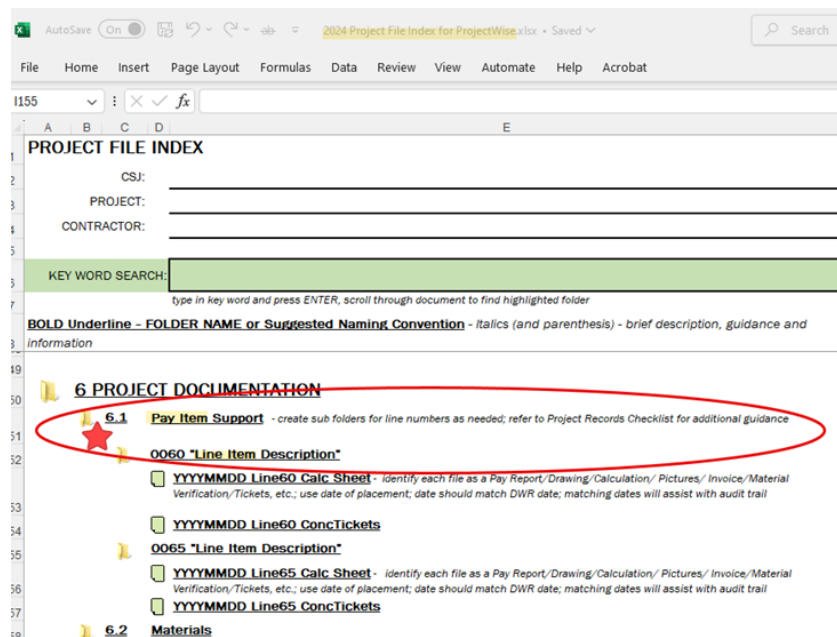


28. Proceed to > Generate Estimate.

If any changes/corrections were made to the MOH submission, forward a copy to the contractor.

Note: Refer to District policies for any additional information.

Table 3 – Documents in ProjectWise:



MOH forms and all support documentation is/are part of the Department's required documentation to be electronically filed in the project files.

The Project File Index reference identifies the location will be under Pay Item Support within ProjectWise file structure.