

**WYOMING DEPARTMENT OF TRANSPORTATION**  
**Form E-67**  
**Force Account Record Instructions**

A. Originated by:

Contractor

B. Guidelines:

The contractor shall submit the signed original and one copy of Form E-67 to the engineer.

**Form E-67 does not need to be completed when work is paid for by invoice.**

Form E-67 will be checked against Forms E-67A, E-67B, invoices and payrolls. The contractor shall submit certified payrolls covering force account work for federal and state projects.

The engineer will number each force account payment sequentially, starting with number one.

Paid (receipted) invoices for all materials will accompany the Form E-67 to the project file.

C. Distribution:

Original-Field Office Project file

D. Form:

Form E-67 will be computer generated. Format will be as shown.

**FORCE ACCOUNT RECORD**

Contractor  
 Subcontractor

FORCE ACCOUNT PAYMENT NO. \_\_\_\_\_

Project Job No. \_\_\_\_\_ Authority for Work, E-61 No. \_\_\_\_\_ Date \_\_\_\_\_  
 Road \_\_\_\_\_ Bid Item No. \_\_\_\_\_  
 County \_\_\_\_\_ Nature of Work \_\_\_\_\_  
 Contractor \_\_\_\_\_ Location \_\_\_\_\_

LABOR	Month: Year:		Basic Rate				Fringe Benefits		(4) + (6)
	(Show dates and hours below)		(1)	(2)	(3)	(4)	(5)	(6)	
Classification			Total Hours	Base Rate	(1)x(2) Total Base	(3) x 1.66 Subtotal	Fringe Benefits	(1) x (5) Subtotal	Amount
Total for Labor ==>								\$	
EQUIPMENT	Month: Year:		Code No.	Comments	Total		Amount		
	(Show dates and hours below)				Units	Rate			
Total for Equipment ==>								\$	
MATERIAL	ITEM (Invoice)	Quantity	Unit	Unit Price	Amount				
Sub-total =====>							\$		
15% of Material Sub-total =====>							\$		
Total for Materials =====>							\$		
TOTAL (Labor, Equipment and Materials) =====>							\$		
5% of total (work performed by subcontractor) =====>							\$		
GRAND TOTAL =====>							\$		

**CERTIFIED CORRECT**  
**Contractor Representative:**  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

**WYDOT Representative:**  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_