

# Appendix 7 Example of a Reimbursable Account Form

	<p><b>Washington State Department of Transportation Douglas M. MacDonald Secretary of Transportation</b></p>	<p><b>APPLICATION FOR JA ACCOUNT</b></p> <p style="text-align: right;">Region _____ Sno-King Development Services 15700 Dayton Ave. N P.O. Box 330310 Seattle, WA 98133</p>										
<p>Ms. Charlene Hope Hope &amp; Parker Spas 667 Towster Ave. My town, WA Zip _____</p> <p>Subject: SR 50 MP ± 13.13 Vic. CS 1234 Hope &amp; Parker Spas</p>		<p>September 1, 2005</p> <p>County File No.: _____</p>										
<p>Dear Ms. Hope:</p> <p>A charge account number, JA _____, has been opened by this office to cover our actual costs for reviewing and commenting on submitted engineering data, plans, attending meetings with developer/Local Agency and consultants and construction inspection.</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">PROJECT TITLE:</td> <td>_____</td> </tr> <tr> <td>LOCATION:</td> <td>_____</td> </tr> <tr> <td>DESCRIPTION OF WORK:</td> <td>_____</td> </tr> <tr> <td>ESTIMATE COST :</td> <td>Approximately: \$ _____ .00 (actual costs may vary; approval required for exceeding cost estimate)</td> </tr> </table>			PROJECT TITLE:	_____	LOCATION:	_____	DESCRIPTION OF WORK:	_____	ESTIMATE COST :	Approximately: \$ _____ .00 (actual costs may vary; approval required for exceeding cost estimate)		
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<p>By filling out and signing the application Local Agency/Developer agree(s) to pay, all WSDOT costs related to your development/project, including administrative costs, until this project is accepted by WSDOT as complete. <b>Please do not send funds at this time</b>, an invoice will be submitted to you each month with the charges that are incurred. Payment is due within 30 days of receipt of each invoice. Interest of 1% per month may be charged on past due accounts.</p>												
<p>Local Agency/DEVELOPER INFORMATION</p>												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">local agency/Company Name</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Phone Number</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Billing Address</td> <td style="border-bottom: 1px solid black; text-align: center;">Federal ID Number or SSN</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Suite or Office Number</td> <td style="border-bottom: 1px solid black; text-align: center;">Authorized Representative ( Please Print or Type)</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">City, State, Zip code</td> <td style="border-bottom: 1px solid black; text-align: center;">Title</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; text-align: center;">Signature</td> </tr> </table>			local agency/Company Name	Phone Number	Billing Address	Federal ID Number or SSN	Suite or Office Number	Authorized Representative ( Please Print or Type)	City, State, Zip code	Title	Signature	
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Billing Address	Federal ID Number or SSN											
Suite or Office Number	Authorized Representative ( Please Print or Type)											
City, State, Zip code	Title											
Signature												
<p>To avoid delays, please return this completed application as soon as possible, to the following address:</p> <p style="text-align: center;"><b>Washington State Department of Transportation</b> <b>Attention: Ima Thinker</b> <b>Region Development Services, MS 221</b> <b>P.O. Box 330310</b> <b>Seattle, WA 98133</b></p>												
<p>If you have any questions, please feel free to contact Ima Thinker, of my Developer Services section at (206) 555-1234.</p>												
<p>Sincerely,</p> <p>Wally Washdot</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">                 For Department Use Only  <i>Ima Thinker</i> / _____                  WSDOT Representative / Org Number             </td> <td style="width: 25%; text-align: center;">                 JA _____                  Job Number             </td> <td style="width: 25%; text-align: center;">                 _____                  Work Op             </td> </tr> </table>			For Department Use Only <i>Ima Thinker</i> / _____ WSDOT Representative / Org Number	JA _____ Job Number	_____ Work Op							
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<p>Sample JA for manual.doc</p>												

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