The purpose of this procedure is to establish the guidelines governing the control and processing of Right-of-Way expenditures on “Take-Up” (closed) Federal Aid Projects.

All expenditures will be charged to Take-Up Projects for Interstate and Appalachian, by route identification and other projects by fund.
Close and prepare final vouchers for all Take-Up Projects approved and maintained during the program term.

Charges other than acquisition and incidental costs will not be allowed on Take-Up Projects.

III. PROCESSES


Following is a step-by-step process for the securing of Federal funds, authorizing, invoicing, and closing of Take-up Projects.

- **Right-of-Way Division** prepares a memorandum requesting a Take-Up Project to be authorized, and transmits same to Program Administration Division.

- **Program Administration Division** will review memorandum and secure approval of the Program Review Committee, before forwarding to the Right-of-Way Division.

- **Right of Way Division** prepares a State Authorization (Form BF-98), along with a Detailed Estimate, and transmits both to Finance Division.

- **Finance Division** will review Detailed Estimate, enter information into FHWA Federal Management Information System (FMIS), and obtain FHWA approval.

- **Federal Highway Administration** will approve the project in FMIS.

- **Program Administration Division** upon receipt of the Federal Authorization will release State Authorization (Form BF-98).

- **Right-of-Way Division**, upon receipt of approved State Authorization (Form BF-98), will incur charges.

- **Finance Division**, upon receipt of approved State Authorization (Form BF-98) and Project Agreement, will insert the project into the Authorization System and set up the project in the Federal Aid Project files.

- **Right-of-way Division** will prepare invoices, which will show Take-Up project number and the Parent Project number, and transmit same to Finance Division.

- **Finance Division** will review and process the invoice for payment. The expenditure will be recorded on the Authorization System per entry in Accounts Payable.

At the close of each program term, a Final Voucher with an attached
A recap of expenditures will be prepared by Finance Division and submitted to the Federal Highway Administration.

- **Finance Division** will then prepare a State Authorization (Form BF-98) closure, for processing.