

**Engineering & Architectural Services Policy No. 2.20**

# Project Numbering

**Applies To:** Department of Engineering & Architectural Services employees

**Authorizing Sources:** State law – [43.19.450](#)

**Information Contact:** Engineering & Architectural Services

**Effective Date:** May 1, 2013

**Last Update:** January 6, 2016

**Approved By:**

/s/

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William Frare  
Assistant Director, Engineering & Architectural Services

## Purpose

This policy applies when a client agency requests that the Division of Engineering and Architectural Services (E&AS) manage a public works project. Its purpose is to identify E&AS' system for documenting specific projects.

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## Policy

### A. Project numbers, LPW numbers, and JOC numbers are assigned by E&AS.

All E&AS projects will be assigned a project number.

For a project not considered a Limited Public Works (LPW) project, or a Job Order Contract (JOC) project, the project number shall be based upon the fiscal year of the appropriation. The first four digits of the project number represent the fiscal year. Remaining digits are assigned sequentially as Public Work Requests (PWRs) are received by E&AS.

Example: 2016-001 is the first project number assigned in FY 2016

Limited Public Works (LPW) projects shall be based upon the fiscal year of the appropriation. The first four digits of the project number represent the fiscal year, the following digit shall be the letter "L" and the remaining digits are assigned sequentially.

Example: 2016-L01 is the first LPW received in FY 2016

Job Order Contracts (JOC) are initially assigned a contract number and each individual project is assigned a Work Order (WO) number in sequential order which is assigned to the original contract.

Example: 2013-162, WO 1

## **B. Clients may request a block of consecutive project numbers.**

E&AS' client agencies may request in writing that they be pre-assigned a segment of consecutive project numbers. Requests for project number blocks are approved by the Contracts Manager.

When a client agency makes a project number assignment within its block of project numbers, the project PWR shall be submitted by the client agency to E&AS with the project number clearly shown on it to avoid error.

## **C. Project numbers are tracked in E&AS' Project Tracking database information system for activity, budget, and reporting purposes.**

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### History

#### **Amended:**

- May 1, 2013 – Approved by Bill Phillips, E&AS Program Manager
- January 6, 2016 – Updated to DES policy format.

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