




STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

DATE: November 15, 2021  
TO: Division Engineers  
FROM: R. L. Keeter Jr., PE   
Chief Engineer  
SUBJECT: WBS Funding Released Prior to Project Advertisement

Pursuant to findings and recommendations from a recent audit of the Highway Division's Contract Pre-Award Processes, the Department will require all projects – regardless of funding type – to be fully funded prior to advertisement effective December 1, 2021. This is in alignment with the existing 2021 Division Let Contract Guidance.

Specifically, this means the unique WBS element(s) assigned to a project must be funded, authorized, and released in user status R100 before the project can be advertised for bids. WBS user statuses can be confirmed using SAP transaction CJ20N. Fund balances can be viewed using SAP transaction ZFMING. In this context, “fully funded” means the approved funding on a WBS aligns with the project's latest cost estimate. WBS funding should be adjusted to reflect the low bid received within 90 days of contract award. Any deviation from this process shall require prior approval from the Chief Engineer before advertisement.

RK/kb

cc: Division Proposal Engineers  
Division Project Development Engineers  
Division Contract Engineers  
Division Maintenance Engineers  
Division Business Officers  
Brian Hanks, PE  
Kevin Fischer, PE  
Van Argabright, PE  
Kim Padfield  
Melissa Dorman  
Regional Accountants