USBR Exhibit 12

PROCEDURES AND FORMS USED IN ADMINISTERING THE SACRAMENTO RIVER CONTRACT

CENTRAL VALLEY PROJECT – CALIFORNIA

APRIL 1967

(FOR INTERNAL USE ONLY)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION

SACRAMENTO RIVER CONTRACT ADMINISTRATION

CONTENTS

STANDARD-FORM AND DISTRICT CONTRACTS

I. Outline of procedure for administering contracts.

II. Project water order.

A. Contractors with excess land

April 1 letter
Form LS-923-A (Project water order)
Form LS-924 (Water requirements on eligible land)

B. Contractors without excess land

April 1 letter
Form LS-923-A (Project water order)

III. Additional water order.

Form SVC-50 (Additional water order)

IV. Accounting for water payments.

Form 7-487 (Daily Abstract of remittances)

V. Accounting for water diversions.

Instructions for completing water account records
Form LS-956A (Water account work copy)
Form LS-956B (Water account contractor's copy)

SHORT-FORM CONTRACTS

I. Outline of procedure for administering contracts.

II. Project water order.

April 1 letter
Form LS-922 (Declaration of irrigated acreage)
June 1 letter

PROCEDURE TO BE FOLLOWED IN ADMINISTERING
THE STANDARD-FORM AND DISTRICT CONTRACTS
ON THE SACRAMENTO RIVER

STEP 1 - PROJECT WATER ORDER

Prior to April 1 of each year submit Forms LS-923A and LS-924 to all Sacramento River contractors with excess land holdings. Non-excess landowners should receive Form LS-923A only.

Contractors complete the forms indicating their Project water order (Form LS-923A) and the water requirement for eligible land (Form LS-924 when applicable), sign in the space provided and remit with 1/2 of total payment due.

STEP 2 - CHECK FOR CONTRACT COMPLIANCE

Upon receipt of the above forms check for the following items:

1. Project Water Ordered - The total Project water order shown in Column 1 of Form LS-923A should not exceed the total Project supply shown on Exhibit A of the contract.

2. Mingling Provision - Compare the monthly water requirements for eligible land shown in Column 7 of Form LS-924 with the monthly quantities of Project water ordered in Column 1 of Form LS-923A. If in any month the Project water order exceeds the water requirement for eligible land the contractor should be informed that he will have to do the following:

a. Install equipment to measure the water diversions to his non-eligible excess land in accordance with the mingling provision of the contract.

b. Measure all water diversions to the non-eligible excess land for the month in which the Project water order exceeded the water requirement for eligible land and in all succeeding months.

c. Limit the monthly water diversions to the non-eligible excess land to the lesser of: (1) the base supply water available for the remainder of the irrigation season after accounting for prior water diversions; (2) the July-September base supply water balance after accounting for prior water diversions during this period.

STEP 3 - PREPARATION OF ABSTRACT OF REMITTANCES

An abstract of remittances, Form 7-487, will be prepared and submitted to the Regional Office with the contractor's payment. This abstract is prepared daily upon receipt of payment in accordance with instructions provided by the Office of Finance.

STEP 4 - WATER ACCOUNT RECORD

Water records will be maintained for each contractor in order to account for his water diversions during the irrigation season. Instructions for completing the water account records, Form LS-956A (work copy) and Form LS-956B (contractor's copy) are attached.

STEP 4A - INITIAL PREPARATION OF

1. Upon receipt of the contractor's Project water order complete both forms as appropriate.

2. Submit a copy of Form LS-956B to each contractor verifying his Project water order. Note: This is done after Project water order has been checked in accordance with Step 2.

STEP 4B - MAINTENANCE OF

1. Upon receipt of the monthly diversions of each contractor enter the water quantities in the work copy omitting initially the three columns regarding the season supply water balance (Columns 6, 7 and 8).

2. Check the entries for contract compliance regarding the water orders (article 6 additional water) and the mingling provision.

3. Check the remaining water balance to see if there is an adequate supply available to meet anticipated use in the following month.

4. Complete the three columns regarding the season supply water balance (columns 6, 7 and 8) and submit a copy of Form LS-956B to the contractor on or about the 10th day of the month. If the water diversions did not comply with the contract provisions or if there is not a sufficient water supply for the proceeding month attach to the contractor's copy a notice indicating the problem and the procedures which he can follow to alleviate any contract violation. In addition notify the contractor by telephone immediately and resolve the problem.

STEP 5 - ADDITIONAL WATER ORDER

The contractor may order additional water (article 6) to supplement his season supply at any time. The following steps should be followed in ordering additional water:

1. Contractor fills out Form SVC-50 in duplicate indicating the monthly quantities of additional water required, signs in the space provided and remits one copy with full payment.

2. Upon receipt of Form SVC-50 and full payment, confirm the water order by entering the additional water quantities in Form LS-956B and submit copy to contractor.

   Note: The diversion and use of additional water is subject to the mingling provision of the contract.

STEP 6 - BILL FOR REMAINING PAYMENT DUE

The Regional Office will on or about June 1 submit a bill to each contractor for the remaining 1/2 payment due on the contractor's original water order.

STEP 7 - SUBMITTAL TO REGIONAL OFFICE

At the termination of the irrigation season transmit one completed set of the water account records (Forms LS-956A and LS-956B) of each contractor to the Regional Office. In addition, during the irrigation season the Regional Office should be informed monthly of those contractors who have not complied with the contract provisions and the course of action which has been followed in each instance by the Field Office.

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
WILLOWS CVP CONSTRUCTION OFFICE
P. O. BOX 71
WILLOWS, CALIFORNIA 95988

IN REPLY REFER TO: 500

April 1, 1967

Dear Sacramento River Contractor:

Form LS-923-A is enclosed in duplicate for your convenience in ordering Project water for the 1967 irrigation season. Also enclosed are two copies of Form LS-924 for use in determining compliance with the terms of the mingling provision of your Sacramento River contract.

To order Project water fill out Form LS-923-A. Compliance under the mingling provision of your contract may then be determined by filling out Form LS-924. Following this, compare the monthly water requirements for eligible land, column (7) with the monthly quantities of Project water ordered in column (1) of Form LS-923-A. If, in each month, the Project water ordered is equal to or less than the water requirement for eligible land, you will not be considered in violation of the requirement that Project water be delivered only to eligible land. On the other hand, if your Project water order is greater than the water requirement for eligible land in any month, it will be necessary for you to measure the water delivered to excess lands during such month, and each succeeding month.

Please fill out the forms in duplicate, sign in the space provided, and return one copy of each form to this office prior to the due date of May 1, 1967. A copy of each will be useful to you for your permanent record. A check for one-half of the payment due should be remitted with the forms. The remaining one-half payment will become due on July 1, 1967.

If there are any questions concerning the procedure you may contact Mr. Warren Carlson or Mr. James Moore at 1140 West Wood Street, Willows, California, or telephone Willows 916-934-7066.

Sincerely yours,

Warren C. Carlson

Warren C. Carlson, Chief
Willows O&M Division

Enclosures:
2 (in duplicate)

rm No. LS-923-A
Revised 3/67)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
Central Valley Project-Sacramento River

Year:

Contractor: _____

Contract No. 14-06-200-

PROJECT WATER ORDER (Acre-Feet)	
	(1) Project Supply
ril	-0-
y	-0-
ne	
ly	
gust	
ptember	
tober	-0-
TOTAL	

REVISED EXHIBIT A FOR CURRENT YEAR (Acre-Feet)			
	(2) Base Supply	(3) Project Supply	(4) Total
April			
May			
June			
July			
August			
September			
October			
TOTAL			

A. Enter your estimated requirements for Project water in Columns (1) and (3).
B. Enter the base supply figures from Exhibit A of your Sacramento River contract into Column (2).
C. Add Columns (2) and (3) to obtain Column (4) which will be your total contract supply for the current season.
D. Total Annual Payment Due = Total Project supply (Col. 1) _____ a.f. x $2.00 or $_____. One-half is due May 1 and should be made out to the Bureau of Reclamation and mailed with this form to:

Bureau of Reclamation
U. S. Department of the Interior
P. O. Box 71
Willows, California 95988

E. You will be billed for the second one-half payment by this office prior to the July 1st due date.

Signed _____

Date _____

orm No. LS-924
(Revised 1/66)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
Central Valley Project-Sacramento River

Year:

Contract No. 14-06-200-

Contractor: _____

Annual Schedule No. _____

SUMMARY OF WATER REQUIREMENTS FOR CROPS GROWN ON ELIGIBLE LAND

MONTH	Rice: _____ Acres		Alf. & Irrig. Pasture: _____ Acres		General Crops: _____ Acres		Total Water Requirement for Eligible Land (Acre-feet)
	Water Requirement (Acre-feet)		Water Requirement (Acre-feet)		Water Requirement (Acre-feet)		
	Unit Duty	Total	Unit Duty	Total	Unit Duty	Total	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
JUNE							
JULY							
AUGUST							
SEPT.							
TOTAL							

(1) In the blanks at the head of the above columns, fill in the number of acres each of rice, alfalfa and irrigated pasture, and general crops to be grown on eligible land. Do not include excess land or crops. All crops except rice, alfalfa and pasture are classified as general crops.

(2) In Columns 1, 3 and 5 copy the corresponding unit duties shown in Exhibit C of your Sacramento River contract.

(3) To determine the water requirement for each month (Columns 2, 4 and 6) multiply the unit duty by the number of acres shown in the column heading.

(4) For each month, add the number of acre-feet in Columns 2, 4 and 6 and enter the total in Column 7.

If your cropping pattern changes, this form should be revised accordingly and re-submitted to this office immediately.

Signed _____

Dated _____

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
WILLOWS CVP CONSTRUCTION OFFICE
P. O. BOX 71
WILLOWS, CALIFORNIA 95988

IN REPLY REFER TO: 500

April 1, 1967

Dear Sacramento River Contractor:

Form LS-923-A is enclosed in duplicate for your convenience in ordering Project water for the 1967 irrigation season. Please fill out the form in duplicate, sign in the space provided, and return one copy to this office prior to the due date of May 1, 1967. The other copy will be helpful to you as a permanent record. Please remit one-half of the payment due with the form. The remaining one-half payment becomes due on July 1, 1967.

If you have any questions or require assistance in the preparation of this estimate you are encouraged to contact Mr. Warren Carlson or Mr. James Moore at 1140 West Wood Street, Willows, California, or telephone Willows 916-934-7066.

Sincerely yours,

Warren C Carlson

Warren C. Carlson, Chief
Willows O&M Division

Enclosure:
1 (in duplicate)

rm No. LS-923-A
(Revised 3/67)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
Central Valley Project-Sacramento River

Year:

Contractor: _____

Contract No. 14-06-200-_____

PROJECT WATER ORDER (Acre-Feet)	
	(1) Project Supply
pril	-0-
ay	-0-
une	
uly	
ugust	
eptember	
ctober	-0-
TOTAL	

REVISED EXHIBIT A FOR CURRENT YEAR (Acre-Feet)			
	(2) Base Supply	(3) Project Supply	(4) Total
April			
May			
June			
July			
August			
September			
October			
TOTAL			

A. Enter your estimated requirements for Project water in Columns (1) and (3).
B. Enter the base supply figures from Exhibit A of your Sacramento River contract into Column (2).
C. Add Columns (2) and (3) to obtain Column (4) which will be your total contract supply for the current season.
D. Total Annual Payment Due = Total Project supply (Col. 1) _____ a.f. x $2.00 or $_____. One-half is due May 1 and should be made out to the Bureau of Reclamation and mailed with this form to:

Bureau of Reclamation
U. S. Department of the Interior
P. O. Box 71
Willows, California 95988

E. You will be billed for the second one-half payment by this office prior to the July 1st due date.

Signed _____

Date _____

SVC-50
10-66

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION

Central Valley Project - Sacramento River

WATER ORDER - ARTICLE 6

Year :

Contractor :

Contract No: 14-06-200-_____

MONTH	WATER ORDER ARTICLE 6
April	_____
May	_____
June	_____
July	_____
August	_____
Sept.	_____
October	
TOTAL	

PAYMENT: Multiply total additional water ordered by $2.00

Enclose check made out to:
BUREAU OF RECLAMATION

MAIL TO:
Bureau of Reclamation
U.S. Department of the Interior
P.O. Box 71
Willows, California 95988

_____
Signed

_____
Dated

FORM 7-487
Oct. 1954
Bureau of Reclamation

DAILY ABSTRACT OF REMITTANCES

Serial No. ____________

____________ Project, ____________, 19____

DATE OF REMITTANCE	NAME OF REMITTER	BILL NO.	NATURE OF REMITTANCE (Check,draft,or cash,etc.)	AMOUNT	

Signature ____________ Title ____________

Received the above-listed remittances ____________, 19____

____
Authorized Collector

GPO 844252

INSTRUCTIONS FOR COMPLETING THE WATER ACCOUNT RECORDS
FOR THE SACRAMENTO RIVER CONTRACTORS
FORMS LS-956A AND LS-956B

Forms LS-956A and LS-956B are water account records for the Sacramento River contractors. Form LS-956A is the work copy which is retained in the Field Office while a copy of Form LS-956B is submitted monthly to the contractor. Both forms should be maintained for those contractors with excess land holdings while the water diversions by nonexcess landowners are accounted for on Form LS-956B only.

The two forms can be completed simultaneously by the use of carbon. Blank copies of each form are attached as well as a completed example.

INSTRUCTIONS APPLYING TO BOTH FORMS

The following instructions apply to Form LS-956A and LS-956B.

COLUMN 1 - The base supply water quantities shown on Exhibit A of the contractor's Sacramento River contract.

COLUMN 2 - The Project supply water ordered by the contractor for the irrigation season. Obtained from Form LS-923A.

COLUMN 3 - The total water supply for the irrigation season which is the sum of columns 1 and 2.

COLUMN 4 - The additional water ordered by the contractor during the irrigation season. Obtained from Form SVC-50. Upon receipt of an order for additional water the ordered quantity is entered immediately in this column (see instructions for column 14 also).

UNNUMBERED COLUMN - The water requirement for crops grown on eligible lands as computed on Form LS-924. This column is omitted on Form LS-956B and the quantities appearing thereon from the use of carbon should be deleted in typing the copy which is submitted to the contractor.

COLUMN 5 - The actual monthly water diversions.

COLUMNS 6 AND 7 - These two columns are used to account for the water supply available for the remainder of the season after each monthly diversion. Quantites are not entered in these columns, except for those in columns 6(a) and 7(a), until the remaining columns of Form LS-956A have been completed for the month.

COLUMN 6 - The remaining balance of the total season supply is accounted for in this column by deducting the monthly water diversions from the water balance of the preceding month. Additional water orders are accounted for in this column by entering the quantity of additional water ordered into the water balance for the corresponding month. This is done only if there is a balance of additional water remaining after accounting for the monthly diversions. The total water supply available for the irrigation season, the sum of column 3, is entered in column 6(a).

COLUMN 7 - This column is used to account for the water balance for the period July - September. During this period the contractor may divert the quantity shown in column 7(a), the sum of the total supply (column 3) for the period July - September. This quantity may be exceeded by ordering additional water in which event the additional water balance remaining after accounting for the monthly diversions is entered in this column in the same manner as in column 6. If the remaining balance of the season supply at the end of June (column 6) is less than the quantity shown in column 7(a), do not enter quantities in column 7 during the three-month period.

COLUMN 8 - Quantities are entered in this column if the season supply is fully utilized or if the July - September limit is exceeded during this period without a compensating order for additional water. If an overdraft occurs, the quantity in column 8 and column 14 will be the same, and it will be necessary for the contractor to order additional water to delete the overdraft balance.

INSTRUCTIONS APPLYING TO COLUMNS 9 THROUGH 16 OF FORM LS-956A

Columns 9 through 16 of Form LS-956A are used only for the standard-form and District contractors who have excess land holdings. The water diversions for the nonexcess standard-form and District contractors are accounted for on Form LS-956B.

Form LS-956A is the work copy of the water account record and is used to allocate the actual water diversions into base and Project supply and to check on compliance with the mingling provision of the contract. To allocate the actual water diversions between base and Project supplies the following policy will be followed:

a. Base supply water shall be considered to be used before the ordered Project supply in April, May, June, and October. If Project water is ordered in June it shall be considered to be used before the base supply.

b. During July, August, and September the total quantity of Project supply ordered for this period shall be considered to be used before the base supply.

c. Additional water ordered in any month shall be considered to be used before the base supply.

<u>NOTE</u>: An exception to the above water accounting policy is indicated in the note following the discussion of column 12.

COLUMN 9 - This column is used to account for the actual monthly base supply diversions (entered above the line) and the remaining balance of base supply (entered below the line). The sum of column 1 is entered in column 9(a).

COLUMN 10 - The base supply during the July - September period is accounted for in this column. Actual diversions entered above the line and the remaining balance entered immediately below the line. The sum of the base supply for July - September shown in column 1 is entered in column 10(a).

COLUMN 11 - This column is used to account for the actual monthly Project supply diversions (entered above the line) and the remaining balance of scheduled Project supply water (entered below the line). The sum of column 2 is entered in column 11(a).

COLUMN 12 - The Project supply during the July - September period is accounted for in this column. Actual diversions entered above the line and the remaining balance entered immediately below the line. The sum of the Project supply for July - September shown in column 1 is entered in column 12(a).

NOTE: An exception to the water accounting policy of using the Project supply before the base supply in June (if ordered) and the total three-month Project supply before the base supply in July - September occurs if such use exceeds the water requirement for eligible land. If there is sufficient base supply to cover the quantity of the diversion above the eligible land requirement, the Project diversion quantity entered in columns 11 and 12 should not exceed the water requirement for eligible land. If there is not sufficient base supply available to cover the quantity of water diverted above the eligible land requirement there is no recourse but to use the Project supply.

In this instance the quantity of Project water diverted above the water requirement for eligible land is entered in column 15.

COLUMN 13 - Additional water diverted is entered in this column. A total of the additional water diverted to date appears below the line. An order is not a prerequisite for an entry in this column.

COLUMN 14 - This column is used to show the balance of additional water available after accounting for actual diversions. When an order for additional water is received during the month it is entered immediately in columns 4 and 14. The quantity entered initially in column 14 will depend upon the cumulative balance in the preceding month. At the end of the month the balance entered when the order was received should be

adjusted accordingly to account for the actual additional water diversions, column 13, during the month. Thus, the quantities shown above and below the line for any month are identical.

> NOTE: The sum of the quantities shown below the line in columns 9 and 11, the water balance at the end of the month, will be equal to the quantity entered in column 6. If additional water is ordered in any month and not all of the order is fully utilized, column 14 will have to be included with columns 9 and 11, in order to provide the water balance shown in column 6.

COLUMN 15 - This column will be used in the event that the Project and/or additional water diversions accounted for in the preceding columns exceed the water requirement for eligible land and the contractor does not measure the diversions to his excess land in accordance with the mingling provision of his contract.

COLUMN 16 - In the event that the contractor is measuring the water diversions to his excess land in accordance with the mingling provision of his contract, the measured quantities shall be entered in this column. During the period that the contractor is measuring diversions to excess lands such diversions shall be limited to the lesser of: (1) the base supply water available for the remainder of the irrigation season after accounting for prior water diversions; or (2) the July - September base supply water balance after accounting for prior water diversions during this period.

LS-956 A(1/67)

DE

Central V

Month	Current Exhibit A			Additional Water Article 6		Diversions in Excess of E.L.R. w/o Measuring	Diversions Measured to Excess Lands
	Base Supply	Project Supply	Total Supply	Scheduled Supply	Cumulative Balance		
	(1)	(2)	(3)	(13)	(14)	(15)	(16)
		Water Balance at Begi					
April							
May							
June							
July							
Aug							
Sept							
Oct							
Total							

ble

Note: All quantities are acre

-956B (1/67)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION

Central Valley Project - Sacramento River
WATER ACCOUNT RECORD

Year :
Contractor :

Contract No : 14-06-200 _____

Original Schedule: Yes No

Revised Schedule No. ____ Dated _____

Month	Current Exhibit A			Additional Water Ordered Article 6	Actual Diversions Monthly	Water Balance at End of Month		
	Base Supply	Project Supply	Total Supply			Season Supply	Jul-Sept Limit	Over Draft
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
			Water Balance at Beginning of Season			(a)	(a)	
April								
May								
June								
July								
Aug								
Sept								
Oct								
tal								

Note: All quantities are acre-feet

LS-956 A(1/67)

Cer

Sutter Mutual Water

Robbins, Californi

Month	Current Exhibit A Base Supply (1)	Current Exhibit A Project Supply (2)	Current Exhibit A To Sup (3	ance upply Jul-Sept Limit (12)	Additional Water Article 6 Scheduled Supply (13)	Additional Water Article 6 Cumulative Balance (14)	Diversions in Excess of E.L.R. w/o Measuring (15)	Diversions Measured to Excess Lands (16)
		Water Balance		(a) 50,000				
April	30,700		30					
May	52,800		52					
June	40,000		40					
July	13,300	25,000	38	31,389 18,611				
Aug	5,200	25,000	30	18,611 0				
Sept	25,500	0	25	0	3,170 3,170	-3,170 -3,170 849		
Oct	5,400		5		151 3,321	~~1,000~~ 849		
Total	172,900	50,000	222		3,321	849		

Irrigable Acres

Note All quantities ar

acres

6-9 6B (1/67)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION

Central Valley Project - Sacramento River
WATER ACCOUNT RECORD

Year : 1966
Contractor : Sutter Mutual Water Company

Sutter Mutual Water Company
Robbins, California 95676

Contract No : 14-06-200 815A

Original Schedule: Yes No

Revised Schedule No.____ Dated_____

Month	Current Exhibit A			Additional Water Ordered Article 6	Actual Diversions	Water Balance at End of Month		
	Base Supply	Project Supply	Total Supply		Monthly	Season Supply	Jul-Sept Limit	Over Draft
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
			Water Balance at Beginning of Season		→	(a) 222,900	(a) 94,000	
April	30,700		30,700		41,020	181,880		
May	52,800		52,800		45,200	136,680		
June	40,000		40,000		42,200	94,480		
July	13,300	25,000	38,300		44,580	49,900	49,420	
Aug	5,200	25,000	30,200		41,720	8,180	7,700	
Sept	25,500	0	25,500		10,870	480	0	3,170
Oct	5,400		5,400	4,170	631	849		0
Total	172,900	50,000	222,900	4,170	226,221	849		0

Note: All quantities are acre-feet

PROCEDURE TO BE FOLLOWED IN ADMINISTERING THE
SHORT-FORM CONTRACTS ON THE SACRAMENTO RIVER

STEP 1 - MAY 1 DECLARATION

Prior to April 1 of each year submit two copies of Form LS-922 with the accompanying April 1 letter to contractors.

Contractors complete the form indicating the estimated acres under their Sacramento River contract which they expect to irrigate during the coming irrigation season, sign in the space provided, and remit one copy with one-half of total payment due.

STEP 2 - CHECK FOR CONTRACT COMPLIANCE

Upon receipt of the above form check for compliance with article 17 of the contract regarding ownership.

STEP 3 - PREPARATION OF ABSTRACT OF REMITTANCES

An abstract of remittances, Form 7-487, will be prepared and submitted to the Regional Office with the contractor's payment. This abstract is prepared daily upon receipt of payment in accordance with instructions provided by the Office of Finance.

STEP 4 - JUNE 1 DECLARATION

On or about June 1 of each year submit a completed copy of the May 1 declaration to each contractor with the accompanying June 1 letter, the contractor indicates the actual acreage irrigated, computes the remaining payment due and submits the completed form with the payment balance due.

STEP 5 - PREPARATION OF ABSTRACT OF REMITTANCES

An abstract of remittances, Form 7-487, will be prepared and submitted to the Regional Office with the contractor's payment. This abstract is prepared daily upon receipt of payment in accordance with instructions provided by the Office of Finance.

STEP 6 - SUBMITTAL TO REGIONAL OFFICE

At the termination of the irrigation season transmit one copy of the completed water account record (Form LS-922) of each contractor to the Regional Office. In addition, during the irrigation season the Regional Office should be informed of contractors who have not complied with the contract provisions and the course of action which has been followed in each instance by the Field Office.

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
WILLOWS CVP CONSTRUCTION OFFICE
P. O. BOX 71
WILLOWS, CALIFORNIA 95988

IN REPLY REFER TO: 500

April 1, 1967

Dear Sacramento River Contractor:

Form LS-922 is enclosed in duplicate for your convenience in ordering Sacramento River water for the 1967 irrigation season. Please fill out the form in duplicate, sign in the space provided, and return one copy to this office prior to May 1, 1967. The other copy can be retained for your use in making your July 1 report of the actual acreage irrigated during the 1967 season.

Please remit one-half of the total payment due, as shown by your May 1 estimate, along with the completed Form LS-922.

Prior to July 1 you will receive additional copies of Form LS-922. At that time the total payment due for the 1967 season should be recomputed on the basis of your actual irrigated acreage. When your May 1 payment is subtracted from this total the remainder will be the payment due on July 1.

If you desire advice or assistance with the preparation of these estimates, you are encouraged to contact Mr. Warren Carlson or Mr. James Moore at 1140 West Wood Street, Willows, California or to telephone 916-934-7066.

Sincerely yours,

Warren C Carlson

Warren C. Carlson, Chief
Willows O&M Division

Enclosure:
1 in duplicate

Form No. LS-922
(Revised 1/67)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
Central Valley Project-Sacramento River

SACRAMENTO RIVER DIVERSIONS - SHORT FORM CONTRACTORS

Year:

Contractor:

Contract No. 14-06-200-_____

MAY 1st DECLARATION

Total Area to be Irrigated (Estimated) _____ Acres

Cost Per Acre (See the last line of Exhibit A) $_____

Total Water Cost (Total area x cost per acre) $_____

Payment Enclosed (1/2 of total) $_____

JULY 1st DECLARATION

Total Area Irrigated _____ Acres

Cost Per Acre (See the last line of Exhibit A) $_____

Total Water Cost (Total area x cost per acre) $_____

Less May 1 Payment $_____

Balance Due - Payment Enclosed $_____

ADDITIONAL AREA IRRIGATED AFTER JULY 1

Additional Area Irrigated _____ Acres

Cost Per Acre (See the last line of Exhibit A) $_____

Payment Due (Additional area x cost per acre) $_____

Mail this form and payment to:

Bureau of Reclamation
U. S. Department of the Interior
P. O. Box 71
Willows, California 95988

Keep one copy

NOTE: PLEASE READ INSTRUCTIONS AND SIGN ON REVERSE SIDE

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
WILLOWS CVP CONSTRUCTION OFFICE
P. O. BOX 71
WILLOWS, CALIFORNIA 95988

IN REPLY REFER TO: 500

June 1, 1967

Dear Sacramento River Contractor:

Enclosed is a copy of Form LS-922 which you submitted to this office with one-half of the total payment due prior to May 1 indicating the estimated area to be irrigated under your Sacramento River contract during 1967.

Please fill in the section entitled "July 1st Declaration" indicating the actual acres irrigated during the season. To determine the payment balance due, recompute the total payment on the basis of the actual irrigated acres and deduct the May 1 payment. Please remit this amount with the completed Form LS-922 before July 1. If, after July 1 you place more acres under irrigation, please submit another Form LS-922 and your payment for this additional acreage.

If you have any questions concerning the procedure you may contact Mr. Warren Carlson or Mr. James Moore at 1140 West Wood Street, Willows, California, or telephone Willows 916-934-7066.

Sincerely yours,

Warren C Carlson

Warren C. Carlson, Chief
Willows O&M Division

Enclosure