

Productivity April 2026

MoDOT Supervisor's Workbook

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Fill this out first. Each input under 'Tons' must have a corresponding date under 'Delivery Date'.

Deliveries

Delivery Date	Ticket #	Tons
11/15/2025		20
11/16/2025		20
11/17/2025		20
11/18/2025		20
11/19/2025		20
11/20/2025		20
11/21/2025		20
11/22/2025		20
11/23/2025		20
11/24/2025		20
11/25/2025		20
11/26/2025		20
11/27/2025		20
11/28/2025		20
11/29/2025		20
11/30/2025		20
		Total (Tons) 880.00

Aggregate Delivery Documentation Form

Delivery Location: Paris Specification / Type: Chips

Vendor Name: Central Stone P.O. # PC 605 BGSFY:

Did the vendor give at least 24 hours (or 2 business days) notice prior to delivery? Yes ☐ No ☐

Day	Date	Daily Totals (Tons)
Day 1	11/15/2025	20.00
Day 2	11/16/2025	20.00
Day 3	11/17/2025	20.00
Day 4	11/18/2025	20.00
Day 5	11/19/2025	20.00
Day 6	11/20/2025	20.00
Day 7	11/21/2025	20.00
Day 8	11/22/2025	20.00

If more than 8 days of delivery, use an additional form for the extra days.

COMPLETION DATE (Date of the final delivery): Sunday, November 30, 2025

TONNAGE TOTALS: 880.00 Total Tons Delivered:

List Moisture Test Percentage (%):

Other Comments:

Return this form to NE Procurement by email to: travis.cooper@modot.mo.gov Signature / Printed Name: Travis Cooper

THE PROCUREMENT WILL COMPLETE ITEMS BELOW & ENTER THE RC DOCUMENT

RC DOCUMENT # RC 60: Innage after moisture deduction on:

2% moisture is allowed. If the total moisture is 2% or less, there is no deduction. Just enter your RC amount for the total tons delivered. If the total moisture exceeds 2%,

Optional E-mail body

Hello, please see attached Delivery Documentation Form. A total of 880 tons of Chips was delivered from Central Stone, with a final delivery date of 30 November 2025.

Finally, select your name from the drop-down above.

MAIN | Daily Activity Sheet (Paris) | Fuel Reconciliation | Fuel Delivery Confirmation | Aggr. Delivery Doc Form | Salt Delivery Confirmation | Area Call Signs | Truck Snow Contact Roster | Back

Description and Benefit

The MoDOT Supervisor's Workbook is an Excel-based tool designed to simplify and centralize the administrative duties of maintenance supervisors by consolidating essential forms and automating routine tasks. Acting as a one-stop shop, it uses a single input sheet to populate multiple linked forms—such as fuel reconciliation, aggregate and salt delivery confirmations, snow season rosters, and radio call sign lists—eliminating repetitive data entry and reducing errors. Built-in formulas and email integration streamline workflow by automating calculations and enabling quick submission of completed forms through pre-filled Outlook emails, removing the need for scanning and manual forwarding. This innovation saves time and money by reducing overtime, paper waste, and supply costs while improving accuracy and consistency. It enhances safety by ensuring critical information is accurate and instantly accessible, allowing supervisors to make informed decisions during emergencies. Overall, the workbook modernizes administrative processes, improves communication efficiency, and frees supervisors to focus on higher-value operational tasks, with future expansions planned to include additional tools like training trackers and production calculators.

For More Information Contact

Northeast District / Maintenance

Travis Cooper at Travis.Cooper@modot.mo.gov or 573-721-8204.

