OKLAHOMA
Transportation   Turnpike Authority   Aeronautics

Quick Reference Guide (QRG)

AREA:	Construction	**BRANCH:**	Construction Programs

FUNCTION/TASK:	CUF Form AASHTOWare Project	**EFFECTIVE DATE:**	05/22/2025

CREATED BY:	Aaron Cooper	**VERSION:**	1	**REVISED DATE:**	

AUTHORIZATION

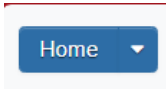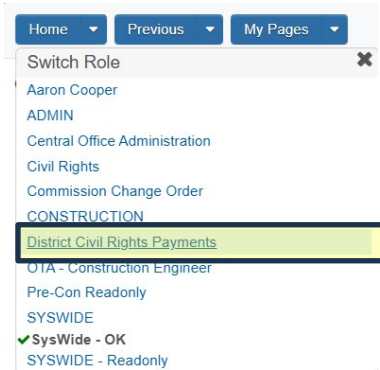John Thomas- Transportation Manager

PURPOSE

CUF Form

SUMMARY

How to fill out CUF Form on AASHTOWare Project
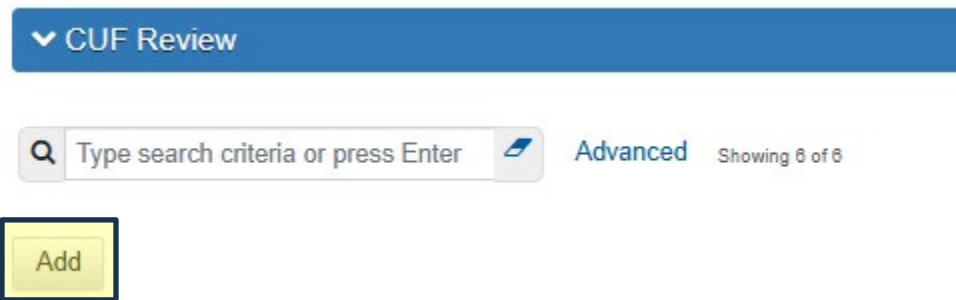
Filling Out the CUF Form

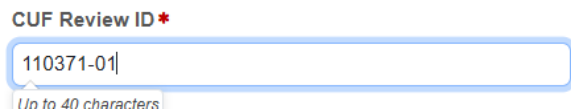**Step 1:** Click "*Expand Home"* arrow on the **Home** button.

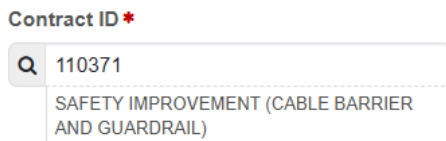**Step 2:** Select the "*District Civil Rights Payments"* Role.

Step 3: Under the **CUF Review** component header click "*Add"*.

Step 4: In the **CUF REVIEW ID** box type *"Contract ID and Subcontract number"* for this type *"110371-01".*

Step 5: In the **Contract ID** search field, search the *"Contract ID"* for this type *"110371"* hit enter and select the contract.

Step 6: In the **DBE Vendor ID** search box, search the *"Subcontractor"* for this type *"Sioux Erosion Control, Inc"* (the FEIN number will appear once selecting the subcontractor)*.*

DBE Vendor ID *
Q 263954521
Sioux Erosion Control, Inc.

Step 7: In the **Review Date** box, select the date you did the *"CUF Review"* for this select *"05/22/2025".*

Review Date *
05/22/2025

Step 8: In the **Observation Reviewer** box it should auto populate with the person filling out the CUF Form, if not select the person who did the CUF Form.

Observation Reviewer *
Q Aaron
Cooper

Step 9: In the **Review Work Type** box, click the *"Drop Down Menu"* and select who the review is over. For this select *"Subcontractor"*.

Review Work Type *
Subcontractor

Subcontractor
Hauler
Supplier
Manufacturer
Professional Services

Step 10: In the **DBE Start Work Date** box select the date the DBE Work started. For this select *"05/22/2025"*

DBE Start Work Date *
05/22/2025

Step 11: In the **DBE Projected End Work Date** select the *"Projected End Work Date"* for this select *"07/22/2025".*

DBE Projected End Work Date
07/22/2025

Step 12: Click the *"Desk Audit"* Checkbox.

Desk Audit
☑

Step 13: In the **Desk Audit Review Date** box, select the date the *Desk Audit* was performed. For this select *"05/22/2025"*.

Desk Audit Review Date *

05/22/2025

Step 14: In the **Comments** box you may leave a comment that you feel is necessary, but comments are not required.

Comments

Step 15: Click *"Save".*

Save

(It will notify you that save was complete (Notice the Green Save bar))

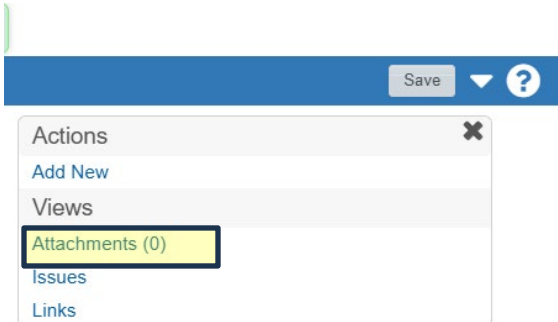CUF Review 110371-01 - Successfully Saved ✕

Adding Attachments

Step 16: Click the *"Component Action Menu".*

Save

Step 17: Click *"Attachments"* from the drop-down menu.

Save

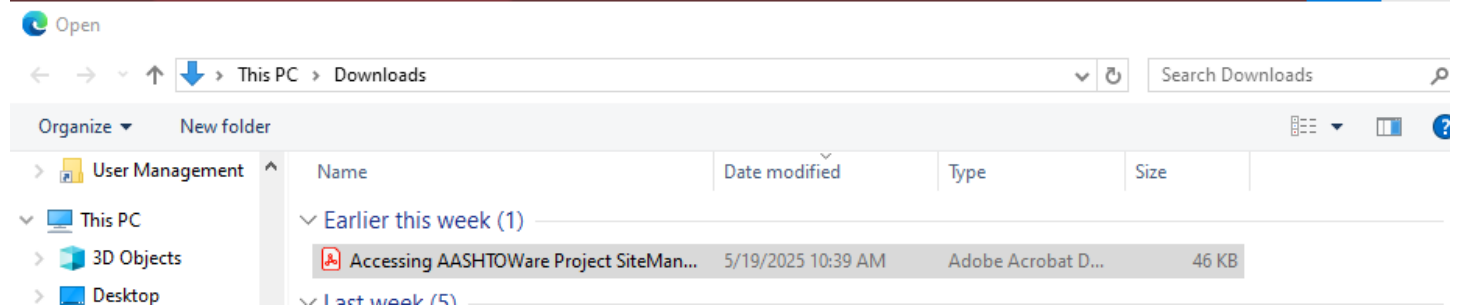Actions ✖
Add New
Views
Attachments (0)
Issues
Links

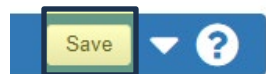**Step 18:** Click *"Select File".*

✓ Attachments For CUF Review

🔍 Type search criteria or press Enter   Advanced

Select File...

Step 19: Select your attachment and *"Double Click It".*

Step 20: Click *"Save".*

(It will notify you that save was complete (Notice the Green Save bar))