



Documentation Requirements for Governmental Entities

Common EOC Costs

Meals:

- Sign-In Sheets
- If provided by a vendor:
 - o Contract Procuring the Equipment
 - o Relevant Solicitation Documentation
 - Solicitation
 - Proposals
 - Bid Tabulations

Leasing a Building, i.e. for Overflow of EOC Operations:

- If provided by a vendor:
 - o Contract Procuring the Space
 - o Relevant Solicitation Documentation
 - Solicitation
 - Proposals
 - Bid Tabulations

- Invoices from Vendor
- Proof of Payment
 - o i.e. Cancelled check, both sides of check

Purchased Supplies:

- If provided by a vendor:
 - o Contract Procuring the Space
 - o Relevant Solicitation Documentation
 - Solicitation
 - Proposals
 - Bid Tabulations
 - o Unless Procurement Exception, i.e. micro purchase or exigency applies
- Invoices or Purchase Orders
 - o Showing quantities of supplies
 - o With unit amount
- Proof of Payment
 - o i.e. Cancelled check, both sides of check

Force Account Labor

For each individual:

- Name of the Employee
- Job Title and Function
- Type of Employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.)
- Days and Hours worked pay rate(s)
 - o Days and Hours Worked preceding the event, starting the pay period;
 - o Days and Hours Worked during the event; and
 - o Days and Hours Worked after the event, ending the pay period.
- Fringe Rates for that Position
- Description of Work Performed
 - o Comments in Timesheet
 - o Accompanying Activity Log
 - o Daily Report

For each individual:

- Entity's Pay Policy
- Fringe Benefit Calculations
- Proof of Payment
 - o Payroll Register

Additional questions and documentation requests may be asked to clarify above documentation.

Supplies from Stock

- Historical cost records
 - o Receipts, Account Transactions, etc.
- Inventory records
- Listing of:
 - o Type of supplies
 - o Quantities used
 - o Support documentation
 - Daily Logs recording what item was used for, where it was moved to, etc.

Force Account Equipment (Owned by Applicant)

For each piece of equipment:

- Type of Equipment and Attachments used
 - o Include year, make, and model of equipment
- Size/capacity (e.g., horsepower, wattage)
- Locations Equipment Used
- Days and Hours Used
 - o Usage Logs
- Operator Name
- Schedule of rates, including rate components

Rented or Purchased Equipment

For each piece of equipment:

- Rental or lease agreements.
 - Invoices from vendor
 - Days and Hours Used
 - o Usage Logs
 - Proof of Payment to Vendor
 - o Cancelled Check, both sides of check
- ### For the project:
- Procurement Policy
 - Contract Procuring the Equipment
 - Relevant Solicitation Documentation
 - o Solicitation
 - o Proposals
 - o Bid Tabulations