Common EOC Costs

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

**Leasing a Building, i.e. for Overflow of EOC Operations:**
- If provided by a vendor:
  - Contract Procuring the Space
  - Relevant Solicitation Documentation
    - Solicitation
    - Proposals
    - Bid Tabulations

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

**Purchased Supplies:**
- If provided by a vendor:
  - Contract Procuring the Space
  - Relevant Solicitation Documentation
    - Solicitation
    - Proposals
    - Bid Tabulations
  - Unless Procurement Exception, i.e. micro purchase or exigency applies

- Invoices or Purchase Orders
  - Showing quantities of supplies
  - With unit amount

- Proof of Payment
  - 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)
  - Days and Hours Worked preceding the event, starting the pay period;
  - Days and Hours Worked during the event; and
  - Days and Hours Worked after the event, ending the pay period.
- Fringe Rates for that Position
- Description of Work Performed
  - Comments in Timesheet
  - Accompanying Activity Log
  - Daily Report

For the project:
- Entity's Pay Policy
- Fringe Benefit Calculations
- Proof of Payment
  - Payroll Register

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

Force Account Equipment (Owned by Applicant)

For each piece of equipment:

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

For each individual:

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

Rented or Purchased Equipment

For each piece of equipment:

- Rental or lease agreements.
- Invoices from vendor
- Days and Hours Used
  - Usage Logs
- Proof of Payment to Vendor
  - Cancelled Check, both sides of check

For the project:

- Procurement Policy
- Contract Procuring the Equipment
- Relevant Solicitation Documentation
  - Solicitation
  - Proposals
  - Bid Tabulations

Supplies from Stock

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