



# 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