

**GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT
MATERIALS SUMMARY RECORD**

Page _____ of _____

1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION/SITE	6. CATEGORY		7. PERIOD COVERING to

8. DESCRIPTION OF WORK PERFORMED

VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
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			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
GRAND TOTAL				\$				

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
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THE MATERIAL RECORD SUMMARY INSTRUCTIONS

This form is used to record the costs of supplies and materials purchased in response to the disaster or used to repair damages caused by the disaster.

Complete the record as follows:

- **Applicant Name:** Enter your organization's name.
- **Applicant's Project number:** Enter the number you have assigned to this project.
- **FIPS #:** Enter the computer tracking number that FEMA assigns to your organization. Your PAC can tell you what it is if you don't know it.
- **Disaster Number:** Enter the declaration number this disaster here. The PAC can tell you what it is if you don't know it.
- **Invoice Number:** Enter the invoice number.
- **Date:** Enter the date on the invoice.
- **Vendor:** Enter the name of the supplier if the material was bought specifically as a result of the disaster.
- **Description:** Enter a brief description of the supplies or materials used or purchased.
- **Invoice Total:** Enter the total cost listed on the invoice.
- **Total Cost for Material:** Add the numbers in the Invoice Total block and enter the result here.