

**GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT
FORCE ACCOUNT EQUIPMENT 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

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY								COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE									TOTAL HOURS	EQUIPMENT RATE
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
GRAND TOTALS													\$

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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FORCE ACCOUNT EQUIPMENT SUMMARY RECORD INSTRUCTIONS

Force account is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account labor information:

Completing the record as follows:

- **Applicant Name:** Enter your organization's name.
- **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 for this disaster here. The PAC can tell you what it is if you don't know it.
- **Project Number:** Enter your project number.
- **Date:** Enter the dates for each day the project was worked on.
- **FEMA Code:** Enter the FEMA cost code for the equipment.
- **Equipment Description:** Enter a brief description of the equipment, including the rated horsepower or capacity of the equipment. Be sure to include this information if you also use a trade name or common name to describe the equipment, e.g., Ditch Witch.
- **Operator:** Enter the equipment operator's name.
- **Hours Used:** Enter the hours the equipment was used on the project.
- **Cost/Hour:** Enter the hourly cost to use the equipment.
- **Total Cost:** Multiply the number in the Hours block by the number in the Cost/Hour block and enter the result here.
- **Total Cost for Force Account Equipment:** Add the numbers in the Total Cost blocks and enter the result here.