

ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT

Rented Equipment Summary Record Instructions

This form is used to record the costs of equipment rented or leased for disaster related response of repairs. Supporting documentation is needed for verification of costs which include proof of payment.

1. **State Disaster No.** – Provided to the applicant by ADEM and used for document tracking
2. **Page** – Used to list the number of pages.
3. **Applicant** – Name of the local jurisdiction. (Usually City or County)
4. **Applicants Project #** - Used for applicant tracking purposes. A reference to identify each specific project.
5. **Location/Site** – Used to identify the damaged area. Include specific details (Address and/or road names).
6. **Period Covering** - Dates for each specific form.
7. **Vendor** – Enter the vendor that rented the equipment.
8. **Invoice No.** – Enter the invoice number for the rented equipment.
9. **Operator** – Enter the name of the operator for the rented equipment. This must also be related the Force Account Labor Summary Record.
10. **Type of Equipment** – Enter a brief description of the rented equipment.
11. **Date Used** – Enter the date the rented equipment was used.
12. **Hours Used** – Enter the hours the rented equipment was used.
13. **Rate/Hr with Operator** – Enter the hourly rate if operator was included
14. **Rate/Hr without Operator** – Enter the hourly rate if operator was not included.
15. **Total Cost** – Enter the total cost of the rented equipment (Hours Used x Rate/Hr).
16. **Page Total** – Enter the sum of all blocks in the total cost column.
17. **Grant Total** – Enter the sum from all succeeding pages. Used for only page 1.
18. **Certified/Authorized Signature** – Signature of authorized person.
19. **Title** – Job title of authorized person
20. **Date** – Date of signature