

EQUIPMENT AND MATERIALS LOG

Job Aid

Instructions:

THANK YOU for serving our citizens and community during our times of greatest need.

Please use the Equipment and Materials log to record any pieces of equipment you operate in preparation for or as you respond to and support recovery from a natural disaster or other emergency event. Also track and retain receipts of all purchases of supplies or materials needed in preparation or response/recovery efforts.

While preparing for or responding to an event, you probably won't know if it will be declared by the President to receive FEMA funding. It is **VITAL** to record all your event-related equipment usage and material purchases accurately so every potential funding opportunity will be open and available should a declaration be forthcoming.

This is a daily log. Please enter information for one day only. Start a new log for each new day. (If you need additional space for a single day, start another log sheet and enter the same date in the date blank.) Submit your signed log each day as directed by the supervisor in charge along with all purchase receipts (or email photos/scans of receipts per instructions).

For the equipment log, please provide the following information:

- Details about the piece of equipment you operated.
- In what location or areas was the equipment used?
- How long did you use it? Enter total time to the quarter-hour (ex. 2.75 = 2 hour 45 minutes).
- How was equipment used (or why was it needed) in preparation for or response to the event?




INSTRUCTIONS

Please record your equipment use and any supply purchases **FOR ONE DAY ONLY**. Start a **new log** for each **new workday**.

DAILY EQUIPMENT and MATERIAL LOGS

① Applicant = Your employer
Agency or Dept. = Your normal work team/dept.

APPLICANT:		AGENCY or DEPT:	DATE:
EMPLOYEE NAME:		EMPLOYEE ID:	

Category B - Emergency Protective Measures: Preparedness and Response Activities

[illegible]

Mileage should be used for patrol cars whenever possible.

Equipment ID#	Destinations (list all)	Start Odometer	End Odometer	Total Miles	Explanation
Patrol car #85	Precinct to shelter 1 & 2, airport, high school, bus depot	27134	27196	62.00	enforcing curfew and evacuation orders
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
			Total MILES:	62.00	

7	Item Description and Purpose	8	Inventory or Purchase?	Invoice/Receipt Number OR Inventory Code	9	If purchased, enter amount and attach receipt.
	⑦Tell what you needed and why? If meals, note name of crew or individuals being fed.		⑧Indicate if item was purchased or taken from inventory.			⑨Enter receipt # and purchase amount or, if available, inventory code. Submit purchase receipt or image of receipt with this form.

EMPLOYEE SIGNATURE:	DATE:
REVIEWER SIGNATURE:	DATE:

Sign, date, and submit this log to your crew lead or supervisor, as directed.