**Financial paperwork guidance**

Contract Work Summary Record – This is used if you have any contractors (such as contracted nurses or other medical staff) that you would like to seek reimbursement for. Please reference the Public Assistance: Contracting Requirements Checklist to make sure that you are in compliance with federal contracting requirements.

Force Account Equipment Summary Record – This is used if you are seeking reimbursement for equipment (tangible items costing more than $5,000) purchased specifically for COVID-19 response or that is used until the end of their useful life during the response to COVID-19 patients.

Force Account Labor Summary – This is to record costs connected with labor that are incurred beyond regular duty time. Please note that you may be asked to submit payroll records and a breakdown of employee benefits, including vacation, sick, and holiday time, insurance, as well as any other employee benefits for each employee you are submitting reimbursement for.

Materials Summary Record – This is used if you are asking for reimbursement for supplies or materials (tangible items costing less than $5,000) used to treat COVID-19 patients. Please note that you may be asked to provide inventory records to show that these items were used for COVID-19 patients. These items are reimbursed via invoices, if available. If not available, reimbursement is based on the established methods of pricing inventory.

Rented Equipment Summary Record - This is used if you have any rented equipment (such as ventilators or other rented medical equipment) that you would like to seek reimbursement for. Please reference the Public Assistance: Contracting Requirements Checklist to make sure that you are in compliance with federal contracting requirements if you have a contract that you are renting equipment through.