Request for Reimbursement Required Documentation (Not an all-inclusive list)

The Request for Reimbursements (RFRs) will be based on VALIDATED ACTUAL COSTS. In an effort to provide reimbursement funding in an efficient and timely manner, applicants can submit multiple RFRs for one project worksheet to receive progress payments as these costs are validated. Documentation must be audit ready from start to finish.

Applicant (Force Account) Labor and Prisoner Labor:
- Name
- Job Title and Function
- Type of employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.)
- Days and hours worked (Times in/out), documentation tying employees to use of equipment
- Pay rate(s) and fringe benefit rate(s)
- Description of work performed with representative sample of daily logs / activity reports
- Representative sample of timesheets
- Fringe benefit policy for each department and calculations
- Pay policy
- Proof of Payment

Applicant-Owned (Force Account) Equipment:
- Type of equipment and attachments used, including year, make, model, serial number or ID number
- Size/capacity (e.g., horsepower, wattage)
- Locations and days and hours used with usage logs
- Operator name
- Schedule of rates, including rate components

Rented or Purchased Equipment:
- Rental or lease agreements, invoices, receipts for each piece of equipment
- Days used
- Bids, tabulations, and quotes for procurement documentation
- Proof of Payment

Supplies from Stock:
- Historical cost records
- Inventory records including elements such as description, serial number, acquisition date and cost
- Type of supplies and quantities used, with support documentation such as daily logs

Purchased Supplies:
- Itemized receipts and/or invoices/billing statements that include dates of purchase and delivery
- Purchase orders
- Proof of payment

Contracts:
- Procurement policy
- Bids, tabulations, and quotes for procurement documentation
- For procurements in excess of the simplified acquisition threshold, a cost/price analysis
- Contracts with amendments, change orders, and invoices
- Dates worked
- For time and materials (T&M) contracts, monitoring documentation

Mutual Aid:
- Written agreement
- Services requested and received
- Same information listed for labor, equipment, and supplies above (as applicable)
- Invoices
- Proof of Payment