

EXHIBIT "B"
REIMBURSEMENT FORMS AND PROCEDURES

1. **General Requirements:** The Party rendering aid shall provide the forms listed in this Exhibit to the Finance Director or equivalent of the Party requesting aid after aid has ceased and prior to receiving reimbursement.
2. **Request Documents:** The Party rendering aid shall submit a copy of this Agreement, purchase order, ICS Forms 211, 213, or 308 or any other document the Party rendering aid relied on to provide aid.
3. **Party's Standard Invoice:** The Party rendering aid shall submit a standard invoice detailing with reasonable specificity all pertinent dates, hours, rates, costs, descriptions, quantities, and measures.
4. **FEMA Documents:** The Party rendering aid shall submit all pertinent FEMA forms and worksheets. If the documents referenced in this Section become obsolete, the Party requesting aid will provide cites to current forms.
 - a. **Labor:** For labor costs, the Party rendering aid shall submit a completed FEMA Form 90-123 Force Account Labor Summary Record.
 - b. **Equipment:** For reimbursement for Equipment costs, the Party rendering aid shall submit a completed FEMA Form 90-127 Force Account Equipment Summary Record.
 - c. **Rented or Leased Equipment:** For reimbursement for equipment rented or leased by the Party rendering aid from another entity, the Party rendering aid shall submit a Force Account Rented/Leased Equipment Worksheet.
 - d. **Materials and Other Costs:** For reimbursement for materials and other costs not included on, the Party rendering aid shall submit a completed Force Account Activity Worksheet.