

**Texas Standard Incident Reimbursement Field Worksheet
MATERIALS SUMMARY RECORD**

APPLICANT		INCIDENT / EVENT
LOCATION/SITE		CATEGORY

DESCRIPTION OF WORK PERFORMED	PERIOD COVERING		
		TO	

VENDOR / STAR Ref. #	DESCRIPTION OF PURCHASE MATERIALS / GOODS / SERVICES <small>Provide justification for purchase who/where/why</small>	QTY			DATE OF PURCHASE	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

SHEET TOTAL

I CERTIFY THE ABOVE INFORMATION TO BE ACCURATE AND THAT THESE COSTS ARE ELIGIBLE FOR REIMBURSEMENT ACCORDING TO STATE OR AGENCY POLICY.

AUTHORIZED SIGNATURE	TITLE	DATE

NOTES: Legible, detailed receipts must be included along with the reimbursement submittal for all purchases. For items taken from stock, please provide a copy of the original purchase receipt, replacement order, or information from an independent source on fair market value. Tips, liquor, tobacco, and personal hygiene items are not reimbursable for responders. Clothing purchases are not reimbursable unless purchased to replace items destroyed due to extreme working conditions. Efforts should be made to avoid charges for State sales tax, but when purchases are made in the field, taxes are reimbursable.