



Contract Work Summary Record



Purpose: To create a summary form of the contracts.

Vendor: The company that has been contracted to complete the work.

P.O. (Purchase Order) Number: The identification number that has been assigned to that contract.

Category of Work: The FEMA Category for the work being completed.

Description: A description of the work being completed.

Billing/Invoice Number: The identification number for a specific invoice

Invoice Date: The date that the invoice was recorded.

Invoice Amount: The monetary amount of the invoice.

Claimed Amount: The monetary amount being claimed by the vendor.

Comments





Contract Work Summary Record



Event Name: _____ Applicant Name: _____ Date: _____

Vendor	P.O Number	Category of Work	Description	Billing/Invoice Number	Invoice Date	Invoice Amount	Claimed Amount	Comments	
TOTAL AMOUNTS:									

