

NERV (National Emergency Rental Vehicle) Payment Cover Sheet

****This sheet must be filled out and submitted for EACH vehicle rented under the NERV BPA****

REMIT COMPLETED PACKET TO:

Scan and Email entire package to: SM.FS.NERV@usda.gov

Package must be combined to one PDF format file
with naming convention:
AB-CDE-000000_O-1-Plate#

RESOURCE HOST DISPATCH OFFICE & PHONE #:
ENTERPRISE RENTAL AGREEMENT # (on rental agreement from Vendor - example: 5K910V):
VEHICLE LICENSE #, MAKE & MODEL:

- This cover sheet is to REMAIN WITH THE VEHICLE until it is ready to be returned to Enterprise.
- It is the responsibility of each operator/host to ensure this sheet is filled out for each incident.
- The last operator or host is responsible for submitting the package to NERV.

INCIDENT NAME	INCIDENT NUMBER (ex: OR-DEF-000146)	RESOURCE ORDER # (E#/O#/C# or A# on resource order)	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE (on resource order)	OPERATOR/GROUND SUPPORT PRINT NAME & E-MAIL

REQUIRED SUPPORTING DOCUMENTS TO INCLUDE WITH THIS PAYMENT COVER SHEET

- Resource Order(s) for EACH Incident the vehicle is utilized on.
- Rental Agreement from vendor (provided at the time the vehicle is picked up or delivered)
- Copy of Inspection from Ground Support (Only if there was inspection done – not required)
- ALL Documentation of Damage (include pictures, damage report, accident report and contact names/numbers for all involved)

Questions? E-mail: SM.FS.NERV@usda.gov

For additional copies of this sheet or guidance of this BPA visit the NERV website: <https://sites.google.com/a/firenet.gov/nerv/>