

# NERV (National Emergency Rental Vehicle) Payment Cover Sheet

**\*\*This sheet is required to be completed and submitted for EACH vehicle rented through NERV\*\***

REMIT COMPLETED PACKET TO:

Scan and Email entire package to: [SM.FS.NERV@usda.gov](mailto:SM.FS.NERV@usda.gov)

*Package must be in PDF format*, and combined into one file with this

naming convention:

**AB-CDE-000000\_O-1-Plate#**

*(Incident #\_Resource Order-License Plate #)*

*\*Incident Number used at time of reservation\**

**PDF Format ONLY - NO JPEG's or Pictures!**

- 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 agency to ensure this sheet is filled out for each incident.
- The last operator or host agency is responsible for submitting the package to NERV. **DO NOT LEAVE YOUR PAPERWORK WITH ENTERPRISE.** Please see above for where to e-mail your documentation.

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

| INCIDENT NAME | INCIDENT NUMBER<br><small>(ex: OR-DEF-000146)</small> | RESOURCE ORDER #<br><small>(E#/O#/C# or A# on resource order)</small> | START DATE ON INCIDENT | END DATE ON INCIDENT | JOB CODE<br><small>(on resource order)</small> | OPERATOR or PERSON RESPONSIBLE FOR VEHICLE<br><small>(PRINT NAME &amp; EMAIL ADDRESS)</small> |
|---------------|---|---|------------------------|----------------------|--|---|
|               |   |   |                        |                      |  |   |
|               |   |   |                        |                      |  |   |
|               |   |   |                        |                      |  |   |
|               |   |   |                        |                      |  |   |
|               |   |   |                        |                      |  |   |

**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? Email: [SM.FS.NERV@usda.gov](mailto:SM.FS.NERV@usda.gov)