

NRCS NM collects invoices and producer records on 100% of payments. Reasons behind this effort include:
 1) preparing for next years payment ledger revisions 2) ensuring that producer payments do not exceed legal limits 3) ensuring that purchased materials meet standards and specifications.

Data is collected in 5 categories: Materials, Labor, Equipment, Travel/Mobilization, and other costs.

Producer's Name: _____

Contract #: _____

ITEM	Contract Item Number (CIN) and Practice/Component	Row #	Date	Quantity	Description	Total Cost
Notes & Source	<i>eg 3 - 314 Brush Mgt Mech. (by Program Participant, from Contract)</i>	<i>Participant should attach itemized invoices, and the mark "Row #" next to applicable item on receipts.</i>				
Materials		1				
		2				
		3				
		4				
		5				
		6				
		7				
		8				
		9				
		10				
		11				
		12				
		13				
		14				
		15				
		16				
		17				
		18				
		19				
		20				
		21				
		22				
		23				
		24				
		25				
		26				
		27				
		28				
		29				
		30				
Sub-Totals						

Producer's Name: _____

Contract #: _____

ITEM	Contract Item Number (CIN) and Practice/Component	Date	# of Workers	Total Hours		Labor Rate	Labor Total	
Notes & Source	eg 3 - 314 Brush Mgt Mech. (by Program Participant, from Contract)			Total for everyone who worked that day (from Program Participant)		\$13/hr or receipt value	Total-Hours x Labor Rate (Calculated)	
Labor								
Sub-Totals								
ITEM	Contract Item Number (CIN) and Practice/Component	Date	Equipment Type		Equip. Hours	Fuel Used	Equip. Rate	Equip. Costs
Notes & Source	eg 3 - 314 Brush Mgt Mech. (by Program Participant, from Contract)		Brand, Model, HP/Wt, etc. (from Program Participant)		Hours in use, not parked	Gallons (if available)	(from NRCS)	Equip. Hours x Equip. Rate (Calculated)
Equipment								
Sub-Totals								
ITEM	Contract Item Number (CIN) and Practice/Component	Date (mm/dd/yy)	Miles to site	Add'l. Miles	Mileage Subtotal	Mileage Rate	Mileage Costs	
Notes & Source	eg 3 - 314 Brush Mgt Mech. (by Program Participant, from Contract)		i.e. local travel (from Program Participant)	e.g. buy supplies	sum of Miles to Site and Add'l. Miles (Calculated)	\$0.55/mi (from NRCS)	Mileage Subtotal x Mileage Rate (Calculated)	
Travel & Mobilization								
Sub-Totals						\$0.55		
ITEM	Contract Item Number (CIN) and Practice/Component	Date (mm/dd/yy)	Other Costs (permits, etc.)					Costs
Notes & Source	eg 3 - 314 Brush Mgt Mech. (by Program Participant, from Contract)		Describe Other Costs (from Program Participant)					
Other								
Sub-Totals								

Attach summary of receipts for Materials by Component/Scenario.