MATERIAL RECORD SUMMARY INSTRUCTIONS
FEMA Form 90-124

This form is used to record the costs of supplies and materials purchased in response to the disaster or used to repair damages caused by the disaster.

Complete the Record as Follows:

* **Applicant:** Enter organization's name.

* **PA ID No.:** Enter the computer tracking number that FEMA assigns to applicant organization. Your Public Assistance Coordinator can provide you with this number.

* **Project No.:** Enter the number assigned to this project.

* **Disaster:** Enter the declaration number for this disaster. The Public Assistance Coordinator can also provide you with this information.

* **Location/Site:** This item can range from an "address," "intersection of…," "1 mile south of…on…" to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

* **Category:** Indicate the category of the project according to FEMA specified work categories (i.e., B, H, Z). This is optional.

* **Period Covering:** Enter the dates that this period covers.

* **Description of Work Performed:** Describe the type of work that was performed.

* **Vendor:** Enter the name of the supplier if the material was bought specifically as a result of the disaster.

* **Description:** Enter a brief description of the supplies or materials used or purchased.

* **Quan.:** Enter the number purchased.

* **Unit Price:** Enter the price per unit.

* **Total Price:** Calculates the "Quan." times the "Unit Price" and auto fills "Total Price" block.

* **Date Purchased:** Enter the date item was purchased.

* **Date Used:** Enter the date item was used.

* **Info. from (Check One) Invoice or Stock:** Place a check (√) in either the "Invoice" or "Stock" block.

* **Grand Total:** Adds the costs from "Total Price" blocks and auto fills "Grant Total" block.

* **Certified:** Record the name, title, and date of the person certifying the Material Summary Record.