

PPE, Physical, & Training Reimbursement SOPs

1. **List each Reimbursement Request submission on the Client's Smartsheet.**
 - a. **Verify that all fields on the request form are filled out properly.**
 - **The Volunteer FF's hire date must be within the Period of performance.**
 - b. **If all documents are not included, email Chief informing them of what is still needed from them. (Note your activity in Smartsheet)**
 - c. **Collect additional documentation as it is turned in & add it to the Tracking Smartsheet.**
 - d. **Review documents provided**
 - **Invoices for Physical & PPE must have the FF's name on them.**
 - **Ensure NFPA 1582 Sign-Off Form is included**
 - **For PPE: Only jacket, pants, boots, hood, gloves & helmet are reimbursable.**
 - e. **Save the **complete file** as the VFF name and type of reimbursement.**
 - **Example: Joe Dirt PPE Physical or Elle Woods Training**
2. **Once all required documents are received—Add the Reimbursement file to the Client's Check Request Sheet.**
 - **Attach the Reimbursement file to the Smartsheet.**
 - **Fill in all required info on the Smartsheet.**
3. **At the end of each month, Meghan will collect all files and create a Client Invoice including all back up and invoices that have been processed.**
4. **The Grant Manager will create a detailed description of all requested budget lines aligning with the Award/ Admin Guide.**
5. **Email the monthly backup file to the FEMA Grant Manager after submitting for funds on FEMA Go. File name should reflect the Client Name & Reimbursement #.**
 - **Example: Huntley Reimbursement # 7**
6. **Once the reimbursement request is approved by FEMA, email Adapt's invoice/ cover page of the reimbursement request to the Client and ask them to transfer funds to our account once the funds are received. The invoice total will match the amount they receive. Entire amount must be transferred.**
 - **Once funds are received by Adapt, Meghan will mail all checks included in that reimbursement.**