

Cost/Purchasing Unit Leader

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Finance/Administration Section
Primary	Finance Manager
Potential Alternate(s)	Facilities and Construction Services Administrative Assistant Public Works Administrative Assistant
Supervisor	Finance Section Chief
Overview	<ul style="list-style-type: none"> ● Obtains and records all cost data from the disaster ● Works closely with the Logistics Section in administering financial matters for contracts ● Performs cost benefit analysis ● Provides cost estimates and cost saving recommendations
Description	The Cost/Purchasing Unit is responsible for is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements and for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations for the incident.
Responsibilities	<ol style="list-style-type: none"> 1. Coordinate vendor contracts not previously addressed by existing approved vendor lists. 2. Coordinate with Logistics Section on all matters involving the need to exceed established purchase order limits. 3. Supervise staff assigned to the Cost/Purchasing Unit.
Forms and Job Aids	<ul style="list-style-type: none"> ○ Time cards for all unit personnel, position logs ○ Requisitions and Purchase Orders ○ Vendor lists (may also be maintained jointly with Logistics)
Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Report to the Finance/Administration Section Chief or other assigned supervisor. ○ Identify yourself as Cost/Purchasing Unit Leader (Green Vest). ○ Set up your workstation and review your position responsibilities. ○ Establish and maintain a time card and position log that chronologically describes your actions taken during your shift. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

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Checklist - Operational Phase	<ul style="list-style-type: none">○ Establish and maintain position logs and other necessary files.○ Coordinate with the Finance/Administration Section Chief on cost reporting procedures.○ Collect and record all cost data.○ Develop incident cost summaries for visual display.○ Prepare resources use cost estimates for the Planning Section.○ Make cost-saving recommendations to the Finance/Administration Section Chief.○ Ensure all cost documents are accurately prepared.○ Maintain cumulative incident cost records.○ Provide reports to the Finance/Administration Section Chief.○ Review incident needs and any special procedures with Unit Leader.○ Develop the incident procurement plan as necessary.○ Draft memoranda of understanding as necessary, provide to Legal Officer for review.○ Establish contracts and agreements with supply vendors.○ Ensure that a system is in place that meets property management requirements.○ Ensure proper accounting for all new property.○ Interpret contracts and agreements; resolve disputes.○ Coordinate with the Compensation/Claims Unit for processing claims.
Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out time cards and logs when authorized by the Finance/Administration Chief.○ Complete all required forms, reports, and other documentation.○ Be prepared to provide input to the hot wash and after-action report.○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.○ Clean around your work area before you leave.○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.