

**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
<b>Notes &amp; Source</b>	<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>				
<b>Materials</b>		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				
<b>Sub-Totals</b>						

Producer's Name: \_\_\_\_\_

Contract #: \_\_\_\_\_

ITEM	Contract Item Number (CIN) and Practice/Component	Date	# of Workers	Total Hours	Labor Rate	Labor Total		
<b>Notes &amp; Source</b>	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 <b>Labor Rate</b> (Calculated)		
<b>Labor</b>								
<b>Sub-Totals</b>								
ITEM	Contract Item Number (CIN) and Practice/Component	Date	Equipment Type		Equip. Hours	Fuel Used	Equip. Rate	Equip. Costs
<b>Notes &amp; Source</b>	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)
<b>Equipment</b>								
<b>Sub-Totals</b>								
ITEM	Contract Item Number (CIN) and Practice/Component	Date (mm/dd/yy)	Miles to site	Add'l. Miles	Mileage Subtotal	Mileage Rate	Mileage Costs	
<b>Notes &amp; Source</b>	eg 3 - 314 Brush Mgt Mech. (by Program Participant, from Contract)		i.e. local travel	e.g. buy supplies (from Program Participant)	sum of Miles to Site and Add'l. Miles (Calculated)	\$0.55/mi (from NRCS)	Mileage Subtotal x Mileage Rate (Calculated)	
<b>Travel &amp; Mobilization</b>								
<b>Sub-Totals</b>						\$0.55		
ITEM	Contract Item Number (CIN) and Practice/Component	Date (mm/dd/yy)	Other Costs (permits, etc.)					Costs
<b>Notes &amp; Source</b>	eg 3 - 314 Brush Mgt Mech. (by Program Participant, from Contract)		Describe Other Costs (from Program Participant)					
<b>Other</b>								
<b>Sub-Totals</b>								

Attach summary of receipts for Materials by Component/Scenario.