



**Arlington County Public Health
Volunteer Management System**



**Instructions for:
VMS M3 - Incident Expense Log**

This form documents all expenses generated during the period of ACPH-VMS activity. ACPH-VMS Admin/Finance is responsible for the completion of this form. A dated/timed form is completed for each operational period and forwarded to ACPH-VMS Plans for documentation purposes. For any section which requires more rows, these may be added electronically before completing the form ("insert rows").

- ? *Section 1: Document the name given by ICS/IMS management to the name of the incident.*
- ? *Section 2: Document the operational period the log applies to. For instance, if operating on a 12 hour cycle, then put 0700-1900 or 1900-0700 as appropriate. If operating on a 24 hour cycle, then 0700-0700 as appropriate.*
- ? *Section 3: Document whether the ACPH-VMC has been opened.*
- ? *Section 4: Document all the expenses incurred within during the defined operational period by date, item, price, quantity, cost, purchaser's name and name of the person authorizing the purchase.*