

DAILY RECORD WORKSHEET - CONTRACTS

This optional worksheet is to help the OSC  
keep track of costs covered by Contracts.

OSC: \_\_\_\_\_

FPN: \_\_\_\_\_

Contract with:

Contract Amount: \_\_\_\_\_

*(Record here and on Ceiling Management  
Form CG5136F when contract begins)*

DESCRIPTION

DATE

COST  
REPORTED BY  
CONTRACTOR

DOLLARS  
REMAINING  
ON CONTRACT

FOR PAPER FORM  
DATA FOR NEXT PAGE:

#### DAILY RECORD WORKSHEETS (VARIOUS).

1. This is a simple worksheet with four variations, depending on the FOSC's activities. Its use is entirely optional; experience over many years has demonstrated the usefulness of this kind of log. FOSCs are encouraged to use this whenever they want to know what is left on a contract.
2. When an obligation is approved and signed by the FOSC, it is recorded on CG-5136F. This amount is then entered on the worksheet in the blank labeled "Contract Amount", "Removal Authorization Amount", or "Obligated Amount".
3. As costs are reported by the contractor, TONOs issued, or small purchases made, record each item and the date it occurred on a separate line. Use the far right column to monitor how much of the "Obligation" remains. If that figure approaches zero before the FOSC is finished with the removal, then make another Obligation and record on the CG-5136F (ensuring there's enough Approved Project Ceiling), and add the increase onto the existing worksheet or start a new worksheet.
4. For this worksheet to serve its intended purpose, the only thing the FOSC must do is **record the activity as it happens.**
5. An advantage of this worksheet is that it does not have to be "totaled" every day to provide "Total Cumulative Obligations" for the POLREP. Attentive scanning by the FOSC will ensure that every necessary entry has been made, and that total entries do not exceed the "Obligated Amount " Remember - the "Obligated Amount" has already been recorded on the CG-5136F, and thus reported in the "Total Cumulated Obligations" for the incident.