

# NERV (National Emergency Rental Vehicle) Payment Cover Sheet

**\*\*This sheet is required to be completed and submitted for EACH vehicle rented through NERV\*\***

REMIT COMPLETED PACKET TO:

Scan and Email entire package to: [SM.FS.NERV@usda.gov](mailto:SM.FS.NERV@usda.gov)

Package must be in PDF format, and combined into one file

with this naming convention:

**AB-CDE-000000\_O-1-Plate#**

*(Incident #\_Resource Order-License Plate #)*

*\*Incident Number used at time of reservation\**

RESOURCE HOST DISPATCH OFFICE & PHONE #:
ENTERPRISE RENTAL AGREEMENT # (on rental agreement from Vendor - example: 5K910V):
VEHICLE LICENSE #, MAKE & MODEL:

- This cover sheet is to REMAIN WITH THE VEHICLE until it is ready to be returned to Enterprise.
- It is the responsibility of each operator/host agency to ensure this sheet is filled out for each incident.
- The last operator or host agency is responsible for submitting the package to NERV.

INCIDENT NAME	INCIDENT NUMBER (ex: OR-DEF-000146)	RESOURCE ORDER # (E#/O#/C# or A# on resource order)	START DATE ON INCIDENT	END DATE ON INCIDENT	JOB CODE (on resource order)	OPERATOR or PERSON RESPONSIBLE FOR VEHICLE (PRINT NAME & EMAIL ADDRESS)

**REQUIRED SUPPORTING DOCUMENTS TO INCLUDE WITH THIS PAYMENT COVER SHEET**

- Resource Order(s) for EACH Incident the vehicle is utilized on.
- Traveler Rental Vehicle Checklist.
- Rental Agreement from vendor (provided at the time the vehicle is picked up or delivered).
- Copy of Inspection from Ground Support (Only if there was inspection done – not required).
- ALL Documentation of Damage (include pictures, damage report, accident report and contact names/numbers for all involved).

Questions? Email: [SM.FS.NERV@usda.gov](mailto:SM.FS.NERV@usda.gov)