



Finance Section Checklist

Activity: Responsible for providing all financial and cost analysis services for emergency incident. Supervises the elements in the Finance Section.		Date / Time Person Completing Checklist Reported to EOC:
Primary Position Responsible for this Function: Assistant Vice President for Administration and Finance/Financial Services		Name of Person Completing Checklist:
Action Guideline:	Action Taken:	
Check-in and obtain briefing on situation from Emergency Operations Center Director.		
Activate and brief Finance Section emergency personnel, as necessary.		
Become familiar with general organization structure and objectives for emergency situation being managed.		
Determine probable financial and cost analysis needs.		
Initiate record keeping system for all expenditures [Excel is on EOC Finance Desktop].		
Ensure that appropriate purchasing and contract procedures are in place.		
Ensure compliance with OES and FEMA guidelines for reimbursement.		
Provide periodic updates to Emergency Operations Center Director.		
Collect estimates of damage to facilities (Logistics Section) and assist in documentation of event in relation to cost.		
Coordinate with departments in connection with security of records in the event of campus closure.		
Coordinate with appropriate managers on procedures for handling emergency purchases and expenditures.		