**Overview**

Force Account Equipment is the use of university assets (generally machinery and equipment) and charging an hourly rental expense those assets to recovery Project Worksheets.

Force Account Equipment has extremely extensive documentation guidelines. In addition, Federal Cost Accounting Standards require that federal funds be treated the same as all other funds, and the University does not charge hourly rentals for equipment. In the event that Force Account Equipment is utilized, the employing department is responsible for obtaining all required documentation and remitting that documentation to Plant Accounting each month in which expenses are claimed.

**Force Account Equipment Documentation Requirements**

Description of work performed

Type of equipment used:

Example: Indicate size, capacity, horsepower, make and model as appropriate, University inventory tag number,

Operator’s information:

Indicate operator’s name, title, PeopleSoft employee id number, date and hours used each day, location (building name and building number) where used or vicinity if outdoors

Rates normally charged for equipment, if any.

Force Account Equipment information is to be submitted to Plant Accounting on a monthly basis.