

HOW TO FILL OUT RER FORM



Marathon Petroleum Company LP

RENTAL EQUIPMENT RECORD (RER)

Unique ID #:

1	
---	--

(Part 1)

Any and all contractor proposed rental equipment to be brought onto Marathon Petroleum Company LP Property must have an approved Rental Equipment Record (RER) form. Part 1 of this form must be completed and reviewed by MPC authorized personnel prior to mobilization of the equipment onto site.

<b>To be completed by Contractor:</b>		Unit/Area: 2	9	<b>Fully Loaded Rates:</b>
Contractor Name: 3	Contract/Job: 4		WO#: 5	Rate: _____/hr OR
MPC Equip. Group: 6	MPC Equip. Type: 7		Description of Equipment: 8	Day/Week/Month Rate
				Example: \$30/\$90/\$270
MPC Rejected: <input type="checkbox"/> Yes				
10	<input type="checkbox"/> Company Owned	<input type="checkbox"/> 3 <sup>rd</sup> Party	<input type="checkbox"/> MPC	
11	Field Contact: Name: _____ Phone: _____ Radio: _____			<b>Total Additional Costs:</b>
12	Est. Start Date: ____/____/____ Est. Stop Date: ____/____/____			Mob: _____
	Notes: _____			Demob: _____
				Other: _____
13	Contractor Authorization: _____		On TAR \Proj Plan <input type="checkbox"/> Yes <input type="checkbox"/> No	Track Rate: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Signature: _____		Note: _____	\$ _____/HR
14	MPC FIELD Authorization: _____		MPC Project Controls Approval: _____	Track Entry: _____
	Signature: _____		Signature: _____	Initial: _____ <input type="checkbox"/> Z
	Fueled By: <input type="checkbox"/> Fuel Truck <input type="checkbox"/> Fuel Island	MPC Fuel Approval: (TAR Procurement/Project Controls)		
	Procee Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature: _____		

- Fill out the Unique ID# Include the GBR, first 3 letters of your company and sequential number, for all RERs.  
Ex : GBR-RAB-xxxxxx (THIS IS SO THE EQUIPMENT CAN BE EASILY IDENTIFIED BY CORPORATE AS GBR LOCATION) RER
- For unit/area please state unit it will be placed
- Name of the contractor company that will be bringing in the equipment
- Required in the event of multiple agreements this is to specify which agreement it will fall under.
- Place WO# where the equipment will be charged
- Provide specific equipment group for the listed equipment (these are specific in TRACK so please run the Equipment Rates by Contract Report in TRACK)
- Provide the type of equipment that is to be rented. (these are specific in TRACK so please run the Equipment Rates by Contract Report in TRACK)
- Describe the equipment that is to be rented. Include equipment numbers or VIN numbers if applicable.
- Provide equipment rates in daily/weekly & monthly as applicable
- Mark if the equipment is either Company Owned or Third Party
- Indicate Field Contact for equipment.
- Indicate start dates (start dates should start when equipment is brought onsite; equipment should not be brought to the site prior to RER approval) and end dates. In the event equipment is to be kept out longer than provided end date then you will need to be sure that you get the RER modified accordingly.
- Contractor PM needs to sign off on rental.
- Area Lead will sign RER & review small tools & consumables.
- Project Controls will review RER and sign.
- For Company Owned Equipment, the approved RER is forwarded to Track Admin to be reviewed and built in Track.
  - Approved/Reviewed RER is sent to Equipment Coordinator to be turned to ONSITE in Track.
- Third Party Equipment is billed through the material module, along with the CSM.