

DNRC FIRE PAYMENT DOCUMENTATION REQUIREMENTS

It is the Land Office's responsibility to AUDIT original payment documents BEFORE sending in to CSD for payment. ie: Check Equipment Shift tickets, Fuel tickets, and EERA provisions against Equipment Use Invoice; check CTR's against EFF Timesheet, etc, to be sure that incident documentation accurately supports payment being requested. Whenever possible, ensure information is legible, especially signatures.

PERSONNEL TIME

1) EFF Time (Emergency Firefighters, paid as Personal Services)

Submit to CSD for payment:

- OF288, Emergency Firefighter Time Report, original pink copy – AUDITED for Accuracy

Land Office and/or Fire Package retains:

- OF288, Emergency Firefighter Time Report, white copy
- SF261, Crew Time Report, white copies

2) Local Government Salaried Personnel Time (billed on an invoice from the Government Entity, paid as Ops - Contracted Services)

Submit to CSD for payment:

- Original invoice received from local government - AUDITED first against CTR's and/or EFF Timesheets and local government payroll info

Land Office and/or Fire Package retains:

- Copy of invoice from local government, accompanying documentation: EFF timesheets and CTR's
- Supporting documentation from local government regarding personnel payroll history (It is the Land Office's responsibility to verify that contracted personnel are permanent local government employees, normally paid by the local government entity at the wage at which they are billing DNRC.)

EQUIPMENT TIME

Submit to CSD for payment:

- Resource Order. If not available due to circumstances such as severity or initial attack, please print the name and phone number of the DNRC employee ordering the resource in the space marked #12 Resource Order Number, on the Emergency Equipment Use Invoice (Not required for initial attack – note IA on the shift ticket).
- OF286, Emergency Equipment Use Invoice, original pink copy – AUDITED for Accuracy or original commercial vendor invoice.
- OF297, Emergency Equipment Shift Tickets, original pink copies. Please make sure there is a start and end time for each day. Also be sure to have a vendor signature on each shift ticket.
- OF294, Emergency Equipment Rental Agreement, copy – Highlight resource to be paid
- OF-296, Pre/Post Vehicle/Heavy Equipment Safety Inspection Checklist.

IF they are used:

- OF-304 Emergency Equipment Fuel and Oil Issue (if deductions are made) or a log with approving official signature included.
- Repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions or deductions to the payment

Land Office and/or Fire Package retains:

- OF286, Emergency Equipment Use Invoice, white and/or blue copy
- OF297, Emergency Equipment Shift Tickets, white and/or blue copies
- Original EERA and all supporting documentation (ie: inspection, registration, insurance, personnel info, etc)
- OF296, Equipment Inspections, pre-season and/or pre-use, and post-use
- OF304, Fuel & Oil Issue, if applicable

- Resource Order, if applicable
- Repair orders, commissary issues, possible potential claim documentation, and any other documents supporting additions or deductions to payment

CLAIMS

Submit to CSD for payment:

- Vendors Invoice accompanied by originals (when available) or copies of all applicable documentation supporting payment of a claim (ie: inspections, signed statements, repair receipts, photos, etc)

Land Office and/or Fire Package retains:

- Copies of above documentation submitted to CSD for payment of claims