



## DNRC Forestry Division Office Supplement to the CY20 Fire Finance Operations SOP

### Guidance for COVID-19 Fire Payment Packet Processing

The Forestry Division Office (FDO) is responsible for the payment to contracted resources on DNRC incidents and for local government cooperators on all incidents. The FDO conducts a compliance review of each EERA/IRA payment packet to verify its integrity, i.e., the invoice charges are accurate, properly documented, and comply with governing policy and agreements.

The purpose of this SOP is to provide guidance for fire payment procedures of incident resource payment packages for contracted services, during the COVID-19 Pandemic. Timely and accurate payments must be maintained while simultaneously minimizing risks associated with COVID-19 for all personnel involved.

Social distancing is of the utmost importance during this time, so the utilization of electronic documents is encouraged to reduce firefighter exposure and nonessential personal interactions. Both original hardcopy and electronic fire payment packages will be accepted by the FDO Fire Finance during this time with the following provisions:

#### ➔ OF-297 Shift Tickets

- Electronic shift tickets of any type (CTR, DNRC combined or emergency equipment), are at a minimum, signed by the contractor and supervisor using **blue** ink if possible. This includes digital signatures and/or original signatures.
- When the original shift ticket is received by the Finance/Office personnel and signatures are not in **blue** ink, the shift ticket should be stamped with a **red "Original"** stamp to assist in the identification as an original document.
- It is preferred that the individual utilizing the electronic shift tickets use them consistently throughout the assignment (i.e., all electronic shift tickets or all hard copy shift tickets in one payment package).
- Shift tickets may be submitted to incident finance via email as an original electronic document, scanned copy or photo.

#### ➔ OF-286 Emergency Equipment Use Invoice

- Electronic OF-286 invoice is signed by the contractor and the EQTR or government official using **blue** ink if possible. This includes digital signatures or original signatures.
- When the original OF-286 is generated by the Finance/Office personnel and signatures are not in **blue** ink, it is subsequently stamped with a **red "Original"** stamp to assist in identification as an original document.
- OF-286 invoice may be submitted to area/unit via email as an original electronic document, scanned copy or photo.

#### ➔ MT DNRC Fire Payment Approval Sheet

- Original and electronic signatures by the unit/area representatives assembling the fire payment packet, will be accepted by the FDO. Please ensure date/time stamp is included with the electronic signature.

- If submitting an electronic fire payment approval sheet with an electronic signature, stamp the cover sheet with a **red “Original”** stamp to assist in identification as an original document before scanning the package.
- Deviations from the normal process must be noted in the Remarks/Justification section of the Fire Payment Approval Sheet.
- Any changes to the documents made by the unit/area should be noted in the Invoice Modification Summary section of the Fire Payment Approval Sheet.

➤ **Other Required Documents**

- Scans of travel receipts, EERA/IRA/VIPR agreements, inspection forms, resource orders and fuel receipts that are in an electronic format, must also be identified as the **“Original”** if not easily identifiable as the original (i.e., signatures in **blue** ink where applicable).

The final compilation of the fire payment package will remain the same as noted in the Fire Payment Packet Compilation and Audit Instructions. If submitting the packet through email, scan the packet in the order identified on the Fire Payment Approval Sheet. File copies made of the fire payment package should be clearly labeled as “file copy” to ensure no duplication of payment.

The fire payment package should be scanned in its entirety as one individual package and submitted to the FDO through email using the ePass File Transfer Service for payment processing. Please use the following file naming convention: Unit/Area\_FireOrg\_Contractor\_RO.pdf. If no RO was issued for the resource, please indicate IAx (where “x” is 1,2,3 etc) in place of the RO.