



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

### **Fire Payment Packet Compilation and Audit Instructions**

A fire payment packet is the compilation of the Fire Payment Approval Sheet and all the supporting documentation for a private contractor or local government payment. The following list contains the minimum standards for fire payment packet approval:

#### ➔ **General Presentation**

1. One incident, vendor and resource order per payment packet. (The only exception is toilets and hand wash units. Multiple RO's may be assigned as additional units are ordered. Combine on one packet per vendor per incident.)
2. Use single sided copies of support documents.
3. Group each payment packet with only one staple.
4. Align landscape documents so the top of the document is on the left side of the packet.
5. Affix small items to letter size paper in chronological order with invisible tape (receipts, 1-2 shift tickets per sheet depending on size of shift ticket used).
6. Create a spreadsheet for complex transactions or modifications.

#### ➔ **MT DNRC Fire Payment Approval Sheet**

1. The vendor name is identical to the OF-286 and agreement.
2. The resource type is labeled in accordance with the abbreviations in the SIIBM Chapter 20.
3. The license plate is used, e.g. 4T-1111. For heavy equipment such as dozers, the full serial number or last 6 digits are used. (VIN or SN is preferred).
4. If the equipment is not released, check "Interim Payment" in the Resource Status section.
5. Check each block where there is supporting documentation included in the payment packet.
6. The vendor phone number is indicated.
7. Note modifications to the OF-286 in the Invoice Modification section of the cover sheet.
8. The Invoice Allocation section is the "red stamp." Indicate the SABHRS fire org and account code.
9. The combination of account coding and all signatory approvals are necessary to have the payment processed.

#### ➔ **OF-286 Emergency Equipment Use Invoice (original, page one on top)**

1. Verify the following items are correctly reflected on the invoice:
  - a. Contractor's name, address, TIN/EIN
  - b. Equipment description, ID#s (License/SN complete or minimum of last 6 digits), rates
  - c. Payment office, agreement number, agreement dates
    - Verify the dates of service are within contract effective period
  - d. Operating supplies and operator "furnished by" blocks
2. Verify both Contractor's and Receiving Officer's signatures are original and have been dated. If the invoice is not the original document, the packet compiler must note the efforts made to obtain the original documents in the remarks section of the Fire Payment Approval Sheet and confirm with Forestry Division Office staff that the invoice will not result in a duplicate payment to the vendor.
3. Indicate the private contractor TIN/EIN on the OF-286 in block one. If the TIN/EIN is not on the invoice or agreement, the preparer must determine if the contractor needs to submit a W-9. If the contractor has changed the company name or changed addresses a new W-9 must be submitted. TIN/EIN is not needed on Local Government packets.

4. Ensure all invoice modifications are valid. Redline corrections on the OF-286 so that original documentation is still visible. Initial corrections made.
5. Invoice Deduction sheet/OF-304 Fuel and Oil Issue: Verify the modifications are supported by documents in the packet and the mathematical computation is correct.

➤ **Shift Tickets (Chronological)**

1. Verify the following items match the invoice and agreement:
  - a. Agreement number, incident name and number
  - b. Contractor, equipment by E# and license or SN, number of operators (if available)
  - c. Dates and hours of service (ensure daily/shift hours worked are correct on shift ticket)
  - d. Mileage claimed by operator (ensure mileage calculations are correct on shift ticket)
2. Verify the shift ticket is signed by the operator and supervisor.
3. Note corrections to shift tickets (such as math errors) in margins. Any corrections made on actual shift ticket should be redlined so that original documentation is still visible. Initial changes.
4. Affix shift tickets to letter size paper in chronological order with invisible tape (1-2 shift tickets per sheet depending on size of shift ticket).

➤ **Travel receipts (Un-operated Equipment or accompanied with IC authorization)**

1. Tape receipts to blank sheet of paper in chronological order.
2. Verify receipts are valid travel charges (fuel, hotel and meals) within the travel period;
  - Un-operated Equipment (Option 1): EFF meals are paid to the individual by travel expense voucher
  - Fully Operated Equipment (Option 2): Meals will be reimbursed according to the LGFF standard travel policy meal rates. In the absence of a standard travel policy, meals will be reimbursed at the State meal rates.
  - Option 3: Meals will be reimbursed according to the LGFF standard travel policy meal rates. In the absence of a standard travel policy, meals will be reimbursed at the State fire meal rates.

➤ **EERA/IRA Agreement**

1. Verify the following items are correctly reflected on the agreement:
  - a. Contractor's name, address, TIN/EIN
  - b. Equipment description, ID#s (License/SN complete or minimum of last 6 digits), rates
  - c. Payment office, agreement number, agreement dates
  - d. Operating supplies and operator "furnished by" blocks
2. Contract is complete and signed by both parties (all agreement pages are attached)
3. Contract special provisions are adhered to on the invoice
4. Contract complies with State and interagency policy

➤ **Inspection form(s)**

1. Verify the following items match the invoice:
  - a. Contractor's name, equipment by E# and license or SN, incident name, number; dates of service.
2. Verify that beginning and ending mileage corresponds with mileage claimed on shift tickets.
  - a. Verify that release inspection box "No Damage/No Claims" is checked or that ND/NC is noted on the final shift ticket or OF-286.

➤ **Resource Order**

1. Verify the following items match the invoice: contractor name, equipment by E# and license or SN, incident name, number, dates of service.
2. If RO is not included with original paperwork, print RO from IROC for resource to include in payment packet.