NM-ADC DATA ENTRY STANDARD FOR SUPPLIES

The following guide and examples have been developed to assist you in ordering and filling the Supply catalog in ROSS at ADC. Please take a few minutes to glance through this guide. We know how hectic the first hours of a fire can be, but a few minutes of your time now will save all of us headaches later. If you have any questions or suggestions we are more than happy to hear and consider them. We hope you find this guide user-friendly and informative. Feel free to share our information with your home unit.

Our goal is to create a **complete** document (like that produced on card stock), from order to audit in the ROSS system. At this time this means *forcing* some of the information we require into printable fields. Also by standardizing our order and fill information we can use ROSS to generate any number of reports for various individuals. REMEMBER this is still a work in progress. If you find areas that need correction or clarification please bring them to our attention.

If you are an occasional ROSS user and need more in-depth explanation see the appendices in this manual for entering, placing and filling orders or refer to the ROSS home page (http://ross.nwcg.gov/) under Module Descriptions.

When entering a new request: Select the desired Catagory/Cataloge Item. ADC does not use "!Service Not in Catalog" at any time. If you desire a service that is not among the selections available you will enter the request as NON-NFES Supplies, !Not in Catalog Supplies. This gives us the "Item Description" field to enter the desired service or supply information. Enter the information in clear and concise text, keep it brief and generic. Use the Special Needs field for more detail or description. (See Service/Repairman for an example.) When ordering a Service item that is not currently amoung those supplied by ROSS please enter the word "SERVICE" in all caps as the first part to the Item Description. This will allow us to inform ROSS of additional services not in their current catalog. You will see other examples of this sort of entry, look for the all upper-case bold text examples. Entering the word "Supply" on a NON-NFES Supplies item is optional. Remember: you get one chance to enter the information in the "Item Description" field. ROSS does not allow you to edit the information after the resource number has been created.

On some incidents ADC is trying out manifesting low cost similar items to cut down on S-#'s for each type of pen, marker, tape size, nub, bolt etc…   See the Supply Manifesting Appendix.

Special Needs: ADC uses the "Special Needs" field for a <u>brief</u> description/documentation area. Pertinent information such as model numbers, part numbers etc... should be entered in clear and concise language. Do not repeat information already supplied in the Resource Request or Deliver To fields. See examples throughout this guide. NOTE: Information entered in this area will also print out on the "Print Request List" report.

ADC tracks the usual service type items (Porta Potties, Refers, Computers, Phones, Radios etc) as well as sensitive, non consumable/high cost items and items that may need to be returned to a supplier. *"Tracking" SERVICE items:* <u>Usually</u> when a "Service" Category item is ordered, ROSS will only allow you to use "Fill with Agreement" option (see When Filling a Resource later in this guide), this will in most cases, <u>automatically</u> track the resource by mobing the resource to the Incident Resources screen. Please check the Incident Resources screen on a regular basis to check for items you might need to Demob. See the Tracking Options Appendix for a listing of ROSS's preset tracking.

"Tracking" SUPPLY items: **When you order a NFES or NON-NFES Supply Item** ROSS gives you the option to "Track" the resource. You get 2 chances to "Track" an item. The first is by selecting the "Track Item" button in the New Request screen. Remember to UNCHECK this option as ROSS does not clear the box after you create the resource order. The second chance is when you enter the fill information using the "Fill with Local Purchase" option. You do not get a third chance to track an item after it has been filled. If the "Track" option is not desired and/or selected the order will be "Filled/Closed" after the fill information has been entered. This is the method you will use for consumable items.

ROSS's preset tracking option on a Service requested item in the New Request Screen.

ROSS's user entered tracking option on a Supply requested item in the New Request Screen.

ROSS's user entered tracking option on a Supply requested item in the Fill With Local Purchase Screen.

National Standard for Data Entry: ADC will follow the National Standards for Data Entry when filling a request *when we consider it viable*. The standard guideline shows: ITEM "-" Vendor Name "-" Unique Identifier. Since the "Item" already is printing on the left side of the resource order we enter an Item only if we feel it needs additional clarification. You will see a few examples of this throughout this guide, MEALS is one of them.

ADC Standard for Data Entry: Primarily ADC requests that the following information be entered into the "Resource Name*" field:
Vendor Name "-" Unique ID(if applicable) "-" Payment Method - Cost (if appropriate)
Since only the information in the "Resource Name*" field prints on the resource order we want pertinent information in this field. Remember the field length is limited to 50 characters. Separate fields using dashes. Spaces must be include between the fields or the text will run over into the M/D Ind box. You can cut (Control C) and Paste (Control V) any existing data from this field into the "Description" field.

When filling a request: **ADC only uses the "Fill with Agreement" and "Fill with Local Purchase" selections.** While working at ADC you will **never** use **"Fill with Requested Item"**, **"Fill with New Resource"** or **"Fill with Substitution"** (exception see below). You will **never** **"Quick Fill"** a resource. See examples later in this guide for examples of the information to be entered in "Resource Assigned" field.

Using "Fill with Agreement" will usually mob the Resource Assigned to the Incident Resources screen after fill information is entered. Release the resource if it was ordered for a short duration/one time use (Do NOT use "Quick Release).

Using "Fill with Local Purchase" allows two options. "Tracking" a resource will mob the Resource Assigned to the Incident Resource screen. If the "Track" option is not desired/selected the order will be "Filled/Closed" after the fill information has been entered. This is the preferred fill method for many NFES or NON-NFES Supply items as we don't want to accidentally track rubber gloves and airline tickets.

NFES ITEMS: For local resources will always be filled: Cache ID "-" Issue number "-" (Substitution if applicable, see below). Remember to "Track" the item if necessary.

Substituting a NFES & NON-NFES item: If a Substitution has been made on NFES Supply request, add the substituted item number to the Resource Name" field on the "Fill with Local Purchase" screen (see example below). If a **substitution is made on a NON-NFES Supply** document the substitution in the "Description" field on the "Fill with Local Purchase" screen if necessary. ROSS will not let you edit the information in the "Item Description" field.

Example of NFES Supply Substitution:

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	200 / 200	01027, Earplug, Form, Disposable, PG	4/16/2006 1000 MDT	Jamerson ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	NM-SFK, Issue # 260089, Substitution NFES 01029, 200 PR					
Travel Mode				Special Needs			Reporting Instructions										

Example of Non NFES Supply Substitution:

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	2/ 5	Supply - Misc Hardware - Extension Cord, 100 ft, ea	4/16/2006 1000 MDT	Jamerson ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Home Depot - CC: L. Brunson					
Travel Mode				Special Needs Extension Cord, Multi outlet			Reporting Instructions										

For Replacement Requisitions and non local resource NFES items see examples in this guide under NFES-Items.

The following format will be used when entering data for both "Fill with Agreement" and "Fill with Local Purchase".
The "Resource Name" field will be entered as follows: ITEM "-" Vendor Name "-" *Unique ID(if applicable)* "-"Payment Method

See above.

**Description can be cut/pasted from the Resource Name field.
Enter any special info such as Make, Model, S/N. etc..**

**Agreement numbers can be Agreements, BPA's, EERA's or Credit Card Users. Agreement #'s don't have to contain spaces or dashes if your limited in space.
Provider always NM-LNF unless being filled at home unit.
Vendor, Location, Contact number**

Fill with Agreement	☒
Request S-36 - Service - Garbage/Container/Removal will be filled with:	OK
Resource Name * [ ]	Cancel
Description [ ]	
Agreement Number [ ]	
Provider * [ ] ⬇	
Vendor [ ] ⬇	

Examples of proper fill information:

	Resource Assigned
Resource Name entered as: Cornel & Maria Isfan - BPA 12-40 (NM-ADC is generated automatically and is not part of your 50 character limit.).	Cornel & Maria Isfan - BPA 12-40 (NM-ADC)
	Resource Assigned
Resource Name entered as: DINNER- Tiny' Resturant Payson - CC: J. Billings (NM-ADC is generated automatically and is not part of your 50 character limit). NOTE: Due to field length we have eliminated some spaces.	DINNER- Tiny's Resturant Payson - CC: J. Billings (NM-ADC)
	Resource Assigned
Resource Name entered as: CopyCo - S/N 8763209 - Ag# 6524SF2F21F (NM-ADC is generated automatically and is not part of your 50 character limit). Description will contain: IBM ColorMaster 400, S/N 8763209	CopyCo, S/N 8763209, Ag# 6524SF2F21F (NM-ADC)

There is a fill information grid located in the Filling a Request appendix.

Examples of desirable and non desirable request and fills:

In this example the copier is ordered incorrectly, and special needs are not indicated to the BUYT. In the Fill information we already know we are getting a copy machine so we are wasting 12 characters of the 50 allowed. The unique identifier is not clear is it the model or serial number. Finally there is no indication as to the payment method.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Copy Machine for expanded	4/16/2006 1000 MDT	NM-ADC EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	COPY MACHINE, From Copy Co in Phoenix #25D9985	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs			Reporting Instructions										

This example shows a proper order, Special needs relayed to the BUYT and proper fill information and format. 49 characters

S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Copy Machine Rental	4/16/2006 1000 MDT	NM-ADC EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Copy Co - IKON Mdl 398FX, S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need high volume capacity with collate, staple and duplex capability.			Reporting Instructions										

This example shows the results of a "Fill with Request Item". What info does it supply?

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	80 / 80	Sack Lunches	4/16/2006 1000 MDT	Williams Gateway MOB Center	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Sack Lunches	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs			Reporting Instructions Must be to Red Draw Staging no later than 0600 for heli shuttle.										

Example of properly placed order, Special needs indicate what type of meal and who it is for. We enter the item "SACK" for further clarification, we have entered the street location because of multiple vendors of the same name in the same town. We do not need a unique identifier.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	80 / 80	Service - Meals	4/16/2006 1000 MDT	Williams Gateway MOB Center	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	SACK - Joe Johnson's, Fairview Dr - CC: E. Peters	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs SACK LUNCH for C-2 & C-3, must be double lunched.			Reporting Instructions Must be to Red Draw Staging no later than 0600 for heli shuttle.										

One last thing to remember. While working at ADC you will <u>NEVER</u> "Quick Release" a resource!

AIR CONDITIONING OR UTILITIES for extended duration of use.

ORDER USING: Category: Service Facility Rental, Catalog Item: Service - Other Facility Rental, ROSS generates multiple S-#'s and mobs resource to Incident Resource Screen

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Other Facility Rental	4/16/2006 1000 MDT	Tonto N.F. S/O	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Cornel & Maria Isfan - BPA 12-40 (NM-ADC)	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need to Extend Utilities and Air Conditioner for 24/7 use in S.O. Conference room for EXPD.			Reporting Instructions										

AIR CONDITIONING SERVICE/REPAIRMAN... see SERVICE/REPAIR

AIRLINE TICKETS (all), other types of travel tickets are entered in the same fashion.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: TICKET - Airline

FILL USING: Fill with Local Purchase. Enter Vendor Name - S# - "Manifest/Conf #" or the Confirmation number(s) in 'Resource Name *" field. Provider is NM-LNF.
DO NOT TRACK ITEM…see examples or ask CORD.

Additional fill notes. Due to the limited length of the data entry fields enter if more than 3 confirmation numbers are needed add "S-# See Manifest" to the fill information.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	TICKET - Airline	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Sato Travel - Conf #'s PUYNBV, YHJEDW, PLUTDW,					
Travel Mode				Special Needs Demob Tickets for E-3.1, 3.2, 3.3.			Reporting Instructions										

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-4	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	20 / 20	TICKET - Airline	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Sato Travel - S-4 Roster					
Travel Mode				Special Needs Demob for C-1			Reporting Instructions										

Manifest

Manifest for SATO Travel, See Manifest (AZ-PHC)

Catalog	Position	Resource Name	Home Unit / Contact	Ger
S	!Not in Catalog Supplies	C-1.1 Johnson, Owen	FMAZDR	
S	!Not in Catalog Supplies	C1.2 Witte, Brett	DIEPLS	
S	!Not in Catalog Supplies	C1.3 Loendorf, Shawn	KOEWEY	
S	!Not in Catalog Supplies	C1.4 Ingle, Josh	DKOEIQ	
S	!Not in Catalog Supplies	C1.5 Gilbert, Jason	IOEYWS	
S	!Not in Catalog Supplies	C1.6 Erhardt, Bethany	IOPETH	

New
Edit
X
Close

AMBULANCE for extended duration of use.
ORDER USING: Equipment Cataloge

AMBULANCE one time use to transport injured resource.
ORDER USING: Category: Service - Miscellaneous, Catalog Item: Medical, ROSS generates multiple S-#'s and mobs resource to Incident Resource Screen
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.
Release this resource number after you fill it.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Medical	4/16/2006 1000 MDT	Big Tree Fire ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	1st Response Amb Serv - CC: L. Evans	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Needed Ambulance for transport of O-3 to Payson Medical Center, Payson AZ			Reporting Instructions										

AUDIO/VISUAL EQUIPMENT rental

ORDER USING: Category: Service Office Support, Catalog Item: Service - Audio/Visual Equipment Rental, ROSS generates multiple S-#'s and mobs resource to Incident Resource Screen

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-6	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Audio/visual Equipment Rental	4/16/2006 1000 MDT	Cave Creek Ranger District	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	XYZ Business Equip - CC: J. Peters	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs Need PowerPoint projector and P.A. system for public briefing.	Reporting Instructions

AV-GAS/JP4 AGREEMENTS...see FUEL

BAR OIL …see OIL

BLACK WATER REMOVAL for any duration of use.
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SERVICE - Black Water Removal
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. TRACK ITEM IF DESIRED…see examples or ask CORD.
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	**SERVICE** - Black Water Removal	4/16/2006 1000 MDT	Williams Gateway Airport	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Williams Gateway Service Center - CC: L. Burnes	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need to pump black tanks on MAFFS 8 & 11			Reporting Instructions										

BREAKFAST...see MEALS

BUILDING RENTAL/AGREEMENTS…see Facility Rental

CAMPGROUND RENTAL/AGREEMENTS…see Facility Rental

WARNING: CELL PHONES ARE CLASSED AS SENSITIVE ITEMS *YOU MUST HAVE ORDER IN WRITING WITH PROPER AUTHORIZATION. ROSS WILL NOT GENERATE MULTIPLE S#'s. GENERATE ONE S# FOR EACH CELL PHONE DESIRED.*

CELL PHONE... ALL USES

ORDER USING: Category: Service Communication, Catalog Item: Service - Cellular Telephones, ROSS generates a Single S-#, create separate S-#'s for each phone ordered. Resource mobs to the Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

Example of: Use of existing LNF/ADC cell phone, entered this way to track where it is. Remember to

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Cellular Telephones	4/16/2006 1000 MDT	NM-ADC I/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	NM-LNF - 602-525-5478	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs NM-ADC cell phone for use by Rapid Response Team ICT3 for duration of Severity.			Reporting Instructions										

Example of: Purchase of cell and service from outside vendor. **Check with Center Manager** *to see if this unit should be entered into the permanent data base.*
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Cellular Telephones	4/16/2006 1000 MDT	NM-ADC I/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Alltel - 602-525-5478 - CC: D. Garvey	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need cell phone for ADC.			Reporting Instructions										

Example of Replacement Requisition. **You MUST have written documentation showing Requesting Resource, Phone ID, Damage, Authorization by IC.**
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Cellular Telephons	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	MS-MNF	MS-MNF - To be handled by home unit					
Travel Mode				Special Needs REPLACEMENT REQUISITION: Repair or Replace as needed for E-4.1, Cellular One # 765-483-9876 damaged on fire, approved by IC Jim Hicks.			Reporting Instructions										

CHAIN SAWS/PARTS Specify Brand and Model in Special Needs!!!
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SUPPLY- Saw Chain, ea/ro

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	10 / 10	SUPPLY - Saw Chain, ea	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Payson Supply, CC: B. Mason					
Travel Mode				Special Needs Model Still 440 , chain Driver Count 91 RSF,			Reporting Instructions										

WARNING: SENSITIVE ITEM YOU MUST HAVE PROPER AUTHORIZATION. ROSS GENERATES MULTIPLE S#'s.

COMPUTER RENTAL for any duration of use.
ORDER USING: Category: Service Office Support, Catalog Item: Service - Computer Rental, ROSS generates Multiple S-#'s and mobs resource to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Serial #, Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.
Enter the Serial #'s or ID #'s from monitor, cables, keypads etc in the Documentation box so this information will transfer to any reassignments.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Computer Rental	4/16/2006 1000 MDT	NM-ADC I/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Bit by Bit - S/N 135D98DD5 - Ag# 1D59D7D43665	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need laptop computer for use by BUYT			Reporting Instructions										

COPY MACHINE RENTAL for any duration of use.
ORDER USING: Category: Service Office Support, Catalog Item: Service - Copy Machine Rental, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Serial #, Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Copy Machine Rental	4/16/2006 1000 MDT	NM-ADC EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Copy Co - IKON Mdl 398FX, S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need high volume capacity with collate, staple and duplex capability.			Reporting Instructions										

COPY MACHINE SERVICE/REPAIR one time Repair/Service Call

ORDER USING: Category: Service Office Support, Catalog Item: Office Machine Repair, ROSS generates Multiple S-#'s, Track order if desired.

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF, see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 MDT	Williams Gateway Tanker Base Gt 50	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Copy Co - BPA 12-65	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need service call on IKON Mdl 398FX, continuous paper jams.			Reporting Instructions										

COPY MACHINE PRINT CARTRIDGE or other parts not covered by agreement.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: Printer Cartridge, *Black*, EA

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

*Due to cost of item order different colors separately.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	2 / 2	**SUPPLY** - Misc Office - Print Cartridge, Black, EA	4/16/2006 1000 MDT	Williams Gateway Tanker Base Gt 50	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Office Depot - CC: F. Parker					
Travel Mode				Special Needs For IKON Mdl 398FX			Reporting Instructions										

DATA LINES (T1 ETC) Agreements, Installations, Activation etc...

ORDER USING: Category: Service Communication, Catalog Item: Service - Data Line, ROSS generates a Single S-#'s, create separate S-#'s for each line ordered. Resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - IP Address - Agreement Number in 'Resource Name *" field. Provider is NM-LNF.…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	5 / 5	Service - Data Line, EA	4/16/2006 1000 MDT	NM-ADC EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	DexWest - IP 25871203B - Ag#746HD7372H	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need additional data lines for BUYT use.			Reporting Instructions										

DIESEL FUEL AGREEMENTS...see FUEL

DIESEL/GAS AGREEMENTS...see FUEL

DINNERS...see MEALS

DIP TANK (NON-NFES) …see TANK

DRIP TORCH FUEL...see FUEL

ELECTRICAL SERVICE/REPAIRMAN... see SERVICE/REPAIR

EQUIPMENT INSPECTION SERVICE any duration of use.

ORDER USING: Category: Service - Miscellaneous, Catalog Item: Equipment Inspection, ROSS generates Multiple S-#'s, Track resource if desired
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Equipment Inspection	4/16/2006 1000 MDT	Goldfield Admin Site	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Reesler Ford, Jim Baynes, CC: M Murdoe	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need inspector for 5 contract engines coming in.			Reporting Instructions										

EXCAVATION SERVICE for one time use.

ORDER USING: Category: Service - Miscellaneous, Catalog Item: Excavation, ROSS generates Multiple S-#'s, Track resource if desired.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-67	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Excavation	4/16/2006 1000 MDT	Goldfield Admin Site	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Bell Excavation - Ag# DKO9473JDE	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need trench dug for new phone lines.			Reporting Instructions										

FACILITY RENTAL (AGREEMENTS)…see ROSS for listing

ORDER USING: Category: Service Facility Rental, Catalog Item: Service - *Select from ROSS, example shows Dormitory/Barracks Rental,* ROSS generates Mulitple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name (or Location Name), Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-7	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Dormitory/Barracks Rental	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	USAF - Camp Good Times - Ag# UYJO001367845	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs Need to house 3 crews at Camp Good Time for duration of severity, 60 crewmembers (47 male, 13 female), Meals will not be included in agreement.	Reporting Instructions

FAIRGROUND RENTAL/AGREEMENTS…see Facility Rental

FAX MACHINE RENTAL for any duration of use.

ORDER USING: Category: Service Office Support, Catalog Item: Service - Fax Machine Rental, ROSS generates Multiple S-#'s, Resource mobs to Incident Resourcs screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Serial #, Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Fax Machine Rental	4/16/2006 1000 MDT	NM-ADC EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Copy Co - Fastfax Mdl 398FX , S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need high volume capability.			Reporting Instructions										

FAX MACHINE SERVICE/REPAIR one time Repair/Service Call

ORDER USING: Category: Service Office Support, Catalog Item: Office Machine Repair, ROSS generates Multiple S-#'s, Track resource if desired.

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *' field. Provider is NM-LNF, see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 MDT	Williams Gateway Tanker Base Gt 50	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Copy Co - BPA 12-65	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need service call on FastFax 400, crumples paper .			Reporting Instructions										

FAX MACHINE TONER CARTRIDGE or other parts not covered by agreement.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: Toner Cartridge, EA

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	2 / 2	**SUPPLY** - Misc Office - Toner Cartridge, EA	4/16/2006 1000 MDT	Williams Gateway Tanker Base Gt 50	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Office Depot - CC: F. Parker					
Travel Mode				Special Needs For Fastfax Mdl 398FX			Reporting Instructions										

FUEL/GAS…SEE FOLLOWING EXAMPLES AND SELECT APPROPRIATE TYPE

FUEL POOL CARDS/GAS CARDS for any duration of use, order as a Support Request when appropriate.
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: FUEL CARD, EA
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. TRACK THIS ITEM…see examples or ask CORD.
If using a Fleet card supply Fleet Services with a copy of the S# and the Requesting Resource #

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	FUEL CARD, EA	4/16/2006 1000 MDT	Cave Creek R.D.	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	NM-LNF, Fleet Services, - Voyager Card P8765432	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need for use with E-4, rental pickup.			Reporting Instructions										

FUEL AGREEMENTS for all types of fuel**.**
ORDER USING: Category: Service Fuel Delivery, Catalog Item: *Select desired type from drop down menu,* ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Fuel Delivery, Diesel/Gas	4/16/2006 1000 MDT	Goldfield Admin Site	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Texaco S/W - Ag# KDIW998743	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need Diesel and Gas storage tanks filled as needed for duration of incident			Reporting Instructions										

FUEL PURCHASE one time purchase**.** Specify Unleaded, Diesel, Saw, Drip Torch etc as desired type.
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: FUEL- *Desired Type,* size
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	10 / 10	SUPPLY - FUEL - Saw Gas, GL	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Payson Supply, CC: B. Mason					
Travel Mode				Special Needs Picked up by NM-LNF 431, B. Mason			Reporting Instructions										

GAS…see Fuel

GATORADE…see Sports Drinks

GENERATOR RENTAL for any duration of use.
ORDER USING: Category: Service Supply Rental, Catalog Item: Service - Generator (Rental), ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Serial Number - Agreement Number in 'Resource Name *" field. If multiple units are desired order each separately. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Generator Rental, EA	4/16/2006 1000 MDT	White Horse ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Power to Go, S/N 873 485, CC: B. Bell	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs To support IMET equipment.			Reporting Instructions										

GOVERNMENT BLDG RENTAL/AGREEMENT…see Facility Rental

GREY WATER REMOVAL for any duration of use.
ORDER USING: Category: Service Sanitation, Catalog Item: Service - Grey Water Removal, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. If multiple units are desired order each separately. Provider is NM-LNF….see examples or ask CORD.
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Grey Water Removal	4/16/2006 1000 MDT	Goldfield Admin Site	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Bill's Removal Systems, CC: L. Burns	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need to pump out grey water bladder bags, aprox 1000 gal., for duration of incident.			Reporting Instructions										

HAND WASH STATIONS & SERVICE for any duration of use. ***SPECIAL FILL NEEDS***

ORDER USING: Category: Service Sanitation, Catalog Item: Service - Hand washing Unit, ROSS generates a Separate S-# for each unit ordered, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Location - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD. We fill with location because it makes it easier to identify the units you want to release/reassign etc…

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	3 / 3	Service - Hand washing Station	4/16/2006 1000 MDT	Williams Gateway MOB Center	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Just Like Home, Ag# I8D8R474HE	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need Double Sinks, units must be weighted down due to high winds.			Reporting Instructions										

HEATING SERVICE/REPAIRMAN... see SERVICE/REPAIR

MISC HARDWARE, generally low cost misc items, or try Manifesting

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SUPPLY - Misc Hardware

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *' field. Provider is NM-LNF. DO NOT TRACK LOW COST ITEMS…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 /1	**SUPPLY** - Misc Hardware	4/16/2006 1000 MDT	Benny Hill ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Home Depot - CC: L. Johanson					
Travel Mode				Special Needs Need Nuts, Bolts, Hinges etc to make up Information Board for ICP. Wood ordered seperately			Reporting Instructions										

HOSPITAL VISIT for any duration.
ORDER USING: Category: Service - Miscellaneous, Catalog Item: Medical, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.
Release this resource number after you fill it.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Medical	4/16/2006 1000 MDT	Big Tree Fire ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Payson Community Med Ctr. CC: R. Roberts	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs Need hospital visit for E-4.3, dehydration			Reporting Instructions										

HOTEL/MOTEL ROOMS for any duration.
ORDER USING: Category: Service - Meals/Food - Lodging, Catalog Item: Lodging, ROSS generates a Single S-#, Track resource if desired.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	3 / 3	Service - Lodging	4/16/2006 1000 MDT	Tonto N.F. EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Homewood Suites, Highland Ave, Phx. CC: R. Edwards	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs Need hotel rooms for 3 dispatchers for 14 day assignments beginning 4/16/06, Names: O-5 J. Barley, O-6 M. Moore, O-12 R. Young			Reporting Instructions										

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-6	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Lodging	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Bestwestern, Payson AZ, CC: P. Jones	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs Need hotel room for E-3 crew, for duration of stay, they are not self sufficient. Names: Joe Martin, Bill Hadley, will double up.			Reporting Instructions										

ICE (BAGGED), one time purchase
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: ICE - BAGGED, BG
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	30 / 30	ICE - BAGGED, BG	4/16/2006 1000 MDT	P/U by Payson R.D.	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Payson Ice & Gas, CC: R. Underwood					
Travel Mode				Special Needs Large size bags			Reporting Instructions										

ICE (BLOCK), one time purchase
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: ICE - BLOCK, EA
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	10 / 10	ICE - BLOCK, EA	4/16/2006 1000 MDT	P/U by Payson R.D.	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Payson Ice & Gas, CC: R. Underwood					
Travel Mode				Special Needs			Reporting Instructions										

ICE DELIVERY SERVICE agreement for ongoing delivery, CAREFUL---Don't order multiples of this service when you really want ONE ice purchase.
ORDER USING: Category: Service Delivery, Catalog Item: Ice Delivery, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Ice Delivery	4/16/2006 1000 MDT	Williams Gateway MOB Center	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Freeze King Inc, Ag# IDI94857EJ	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need 500 bags on 1st delivery, keep stocked at 300 bag minimum for duration of season. Check supply 3 times weekly.			Reporting Instructions										

LAND USE AGREEMENT/RENTAL …see Facility Rental

LAUNDRY SERVICE, local
ORDER USING: Category: Service - Miscellaneous, Catalog Item: Laundry Service, ROSS generates a Single S-#, Track request if desired.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Laundry Service	4/16/2006 1000 MDT	Yellow Tree ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Payson Wash House, Ag# 0E04Y7U5RH	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need vendor to p/u and return laundry. Same day service, Nomex MUST be washed separately from civilian cloths.			Reporting Instructions										

LAUNDRY SERVICE, in camp contractor See CORD or Center Manager to order.

LOCAL CATERER'S …*Sensitive Item see CORD, EDSP or Center Manager, if approved order in the following manor.*
ORDER USING: Category: Service - Meals/Food - Lodging, Catalog Item: Food Catering, ROSS generates a Single S-#, Track resource if desired.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Food Catering	4/16/2006 1000 MDT	Williams Gateway Gt 50	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	John's Meals to Go, 602-876-2837	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need vending truck daily for MAFF"s personnel support. They will pay for their own food.			Reporting Instructions										

ORDER USING: Category: Service - Meals/Food - Lodging, Catalog Item: Food Catering, ROSS generates a Single S-#, Track resource if desired.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Food Catering	4/16/2006 1000 MDT	Red Butte ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Jimmy Jacks Mobil Kitchen, Ag# ID9475IEJDE	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need local caterer for feeding inmate crews till mop up is complete, aprox 7-10 days. See Food Service Request Form			Reporting Instructions										

LUNCH, DINE-IN OR SACK see MEALS

LUMBER, Due to its' high cost lumber is ordered seperately from MISC HARDWARE parts.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SUPPLY - Lumber

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK, USE SPECIAL NEEDS TO DESCRIBE ITEM DESIRED…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	2 /2	**SUPPLY** - Lumber, ea	4/16/2006 1000 MDT	Benny Hill ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Home Depot - CC: L. Johanson					

Travel Mode				Special Needs 4 X 8 3/8" CDX PLYWOOD, To make information board for ICP			Reporting Instructions										

MAPS, *any kind*

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: MAPS - Type/Location, EA

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	50 / 50	**SUPPLY** - MAPS - Tonto N.F. Rec, EA	4/16/2006 1000 MDT	Tonto N.F. EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	NM-LNF, S.O.					

Travel Mode				Special Needs Need maps for incoming team and resource personnel			Reporting Instructions										

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-4	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	5 / 3	**SUPPLY** - MAPS - Arizonia Gazetteer, ea	4/16/2006 1000 MDT	Tonto N.F. EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Bookmart - VanBuren St, Phoenix - CC: L. Taker					

Travel Mode				Special Needs			Reporting Instructions										

MEALS…see examples below for desired meal.

MEALS, BREAKFAST dine-in or carry out. ***SPECIAL FILL NEEDS***
ORDER USING: Category: Service - Meals/Food - Lodging, Catalog Item: Meals, ROSS generates a Single S-#, Track resource if desired.
SPECIAL NEEDS: Document Type, who it is for and duration if not a one time order.
FILL USING: Fill with Agreement. Enter the Type of Meal, Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	30 / 30	Service - Meals	4/16/2006 1000 MDT	Quick Draw Spike Camp	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	BREAKFAST - Tiny's Great Eats, Payson AZ, CC: L.	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs BREAKFAST for personnel staying in spike camp. See Food Form…Driver will have food cans for 5 gal coffee, 2 gal hot water & 5 gal juice. Will need for at least 5 days		Reporting Instructions Must be to Red Draw Staging no later than 0600 for heli shuttle.

MEALS, LUNCH dine-in (seldom used) ***SPECIAL FILL NEEDS***
ORDER USING: Category: Service - Meals/Food - Lodging, Catalog Item: Meals, ROSS generates a Single S-#, Track resource if desired.
SPECIAL NEEDS: Document Type, quantity and duration or date as well as who it is for.
FILL USING: Fill with Agreement. Enter the Type of Meal, Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.
NOTE: In this case a Conference/Meeting Room with lunch included might be more appropriate.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	45 / 45	Service - Meals	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	LUNCH - Chili's Restaurant, CC: H. Toulder	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs LUNCH, DINE IN - for after exit briefing in Fountain Hills		Reporting Instructions

MEALS…cont…

MEALS, SACK LUNCHES   ***SPECIAL FILL NEEDS***
ORDER USING: Category: Service - Meals/Food - Lodging, Catalog Item: Meals, ROSS generates a Single S-#, Track resource if desired.
SPECIAL NEEDS: Document Type, who it is for and duration if not a one time order.
FILL USING: Fill with Agreement. Enter the Type of Meal, Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	80 / 80	Service - Meals	4/16/2006 1000 MDT	Williams Gateway MOB Center	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	SACK - Joe Johnson's , Fairview Dr, CC: E.	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

| Travel Mode | | | Special Needs SACK LUNCH for C-2 & C-3, must be double lunched. | | | Reporting Instructions Must be to Red Draw Staging no later than 0600 for heli shuttle. | | | | | | | | | | | |

MEALS, DINNER dine-in or carry out. ***SPECIAL FILL NEEDS***
ORDER USING: Category: Service - Meals/Food - Lodging, Catalog Item: Meals, ROSS generates a Single S-#, Track resource if desired.
SPECIAL NEEDS: Document Type, who it is for and duration if not a one time order.
FILL USING: Fill with Agreement. Enter the Type of Meal, Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	6 / 6	Service - Meals	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	DINNER - Jake's BBQ House, CC: T. Runder	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

| Travel Mode | | | Special Needs DINNER for E3, See food Form, in Cave Creek area, not self sufficient | | | Reporting Instructions | | | | | | | | | | | |

MEETING ROOM RENTALS (AGREEMENTS) …see Facility Rental

MISC BUILDING/LAND RENTALS (AGREEMENTS) …see Facility Rental

MISC FOOD, SUNDRIES non commissary…*Rarely used check with CORD, EDSP or Center Manager before using.*

ORDER USING: Category: Service - Meals/Food - Lodging, Catalog Item: Groceries/Sundries, ROSS generates a Single S-#, Track resource if desired.
SPECIAL NEEDS: Note items desired, ex.. fresh fruit, If items are to varied order individually using Non NFES Supplies.
FILL USING: Fill with Agreement. Enter the Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	10 / 10	Service - Groceries/Sundries	4/16/2006 1000 MDT	Quick Draw Spike Camp	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Safeway, Bella Vista Rd, Mesa, CC: R. Tuttle	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need 2 cs each apples, pears, oranges, bananas, peaches.			Reporting Instructions										

MISC MEDICAL SUPPLIES, one time purchase, consumable

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *": "MEDICAL" - *Desired Item, size, EA/CS/BX or try Manifesting the supplies.*
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	3 / 3	**SUPPLY** - MEDICAL - 3/4" Bandade Strips, BX	4/16/2006 1000 MDT	P/U by Payson R.D.	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Forestry 1st Aid Supply, CC: R. Ingles					
Travel Mode				Special Needs			Reporting Instructions										

MISC MEDICAL SUPPLIES, non consumable, returnable or service.

ORDER USING: Category: Service Miscellaneous, Catalog Item: Medical, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.
SPECIAL NEEDS: Note items/service desired, ex.. Oxygen containers with face masks
FILL USING: Fill with Agreement. Enter the Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	3 / 3	Service - Medical	4/16/2006 1000 MDT	Phoenix Hills ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Phoenix Oxygen Supply, Ag# IER0574	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Due to heavy smoke & pollution oxygen is to be used by all line personnel for 30 minutes per day. Need 12 oxygen tanks and breathing masks for 500 firefighters every day till further notice			Reporting Instructions										

NEWSPAPER DELIVERY SERVICE agreement for continuous delivery or for one time purchase. *See examples below...*
ORDER USING: Category: Service Delivery, Catalog Item: Newspaper Delivery, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Newspaper Delivery	4/16/2006 1000 MDT	Phoenix Hills ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Phoenix Publishers, Ag# 9572OUR	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need 5 copies of ea, Phoenix Sun, Tribune & Mesa Sun City each day, till further notice.			Reporting Instructions										

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	5 / 5	Service - Newspaper Delivery	4/16/2006 1000 MDT	Phoenix Hills ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Phoenix Sun, CC: P. Moore	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need today's Phoenix Sun			Reporting Instructions										

NFES SUPPLIES, **ALL, YOU WILL <u>ONLY</u> USE THE "FILL WITH LOCAL PURCHASE" OPTION.**
ORDER USING: Category: NFES Supplies, Catalog Item: *Desired Item Number,* Unknown at this time how many S-#'s ROSS generates, watch screen to see if the item will be mob'd to the Incident Resource screen.
FILL USING: Fill with Local Purchase. Enter Cache Identifier, Issue Number in 'Resource Name *" field. Provider is NM-LNF. YOU WILL RARELY TRACK ITEMS but watch for those rare occasions….see examples or ask CORD.
If and item is substituted enter the information in the description block while filling the order.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	500 / 500	01027, Earplug, Foam, Dispoable, PG	4/16/2006 1000 MDT	Jamerson ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	NM-SFK, Issue # 260089, Substitued NFES 01029, 500 PR					
Travel Mode				Special Needs			Reporting Instructions										

NFES SUPPLIES, REPLACEMENT REQUISITIONS FOR NM-LNF RESOURCES

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	12 / 12	00030, Batteries, AA, PG	4/16/2006 1000 MDT	Goldfield Admin Site	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	NM-SFK, Issue # 260089					
Travel Mode				Special Needs REPLACEMENT REQUISITION			Reporting Instructions										

NFES SUPPLIES, REPLACEMENT REQUISITIONS FOR NON NM-LNF RESOURCES HANDLED BY HOME UNIT. Enter requesting resources home unit ID in Unit ID field.

This fill style will also apply to any Non NFES items that will be filled by a NON NM-LNF resources home unit.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	12 / 12	00030, Batteries, AA, PG	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	AZ-ASF	To be ordered thru home unit					
Travel Mode				Special Needs REPLACEMENT REQUISITION for E-4 to be filled at home unit.			Reporting Instructions										

OFFICE EQUIPMENT RENTAL for any duration of use.

ORDER USING: Category: Service Office Support, Catalog Item: Service - Office Equipment Other, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Serial #, Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Copy Machine Rental	4/16/2006 1000 MDT	NM-ADC EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Copy Co, IKON Mdl 398FX, S/N 25D9985, BPA 12-..	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need high volume shredder			Reporting Instructions										

OFFICE MACHINE REPAIR, SERVICE OR CLEANING
ORDER USING: Category: Service Office Support, Catalog Item: Service -Office Machine Repair, ROSS generates Multiple S-#'s, track resource if desired
FILL USING: Fill with Agreement. Enter Vendor Name - Serial #, Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

Release this resource number after you fill it.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 MDT	Gentle Waters ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Computer Doctor's , CC: J. Bolan	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need IMET's laptop cleaned due to dust storm.			Reporting Instructions										

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 MDT	Williams Gateway Tanker Base Gt 50	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Copy Co, BPA 12-65	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need service call on Fastfax Mdl 398FX, located @ IWA, broken paper tray.			Reporting Instructions										

OFFICE SUPPLIES, generally low cost misc items, Manifested
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SUPPLY - Misc Office
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK LOW COST ITEMS…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 /1	**SUPPLY** - Misc Office	4/16/2006 1000 MDT	Tonto N.F. EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	S-3 - Subordinate Orders					
Travel Mode				Special Needs See manifest for desired items			Reporting Instructions										

OFFICE SUPPLIES, generally low cost misc items, not Manifested

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SUPPLY - Misc Office

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK LOW COST ITEMS…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 /1	**SUPPLY** - Misc Office, Blue Pens, bx	4/16/2006 1000 MDT	Tonto N.F. EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Office Max, CC: L Barnes					
Travel Mode				Special Needs See manifest for desired items			Reporting Instructions										

OIL one time purchase. Specify Bar, Saw, Motor (weight) as desired type.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: OIL- *Enter desired type,* size

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	10 / 10	OIL - Motor 10W50, quarts, CS	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Payson Supply, CC: B. Mason					
Travel Mode				Special Needs Need for use in both Diesel & Gas engines.			Reporting Instructions										

OTHER TYPES OF FUEL AGREEMENTS...see FUEL

PALLET JACK RENTAL Due to cost of this item it might be better to buy it if a longer duration of use is desired. Order as Non NFES item in this case.

ORDER USING: Category: Service Supply Rental, Catalog Item: Service - Pallet Jack (Rental), ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. If multiple units are desired order each separately. Provider is NM-LNF….see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Pallet Jack Rental, EA	4/16/2006 1000 MDT	Mesa R.D.	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Bella Vista Rent All, CC: J. Morrison	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need for one day to rearrange warehouse			Reporting Instructions										

PHONES …see Cell Phones, Voice Lines and Satellite Phones

PORTA POTTIES & SERVICE for any duration of use. ***SPECIAL FILL NEEDS***

ORDER USING: Category: Service Sanitation, Catalog Item: Service - Porta Potties/Service, ROSS generates a Single S-#'s. Resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name -Location - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.
We fill with location because it makes it easier to identify the units you want to release/reassign etc.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	3 / 3	Service - Porta Potties	4/16/2006 1000 MDT	Williams Gateway MOB Center	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Just Like Home - Mob Center - Ag# I8D8R474HE	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need daily service			Reporting Instructions										

PORTA TANK (NON-NFES) …see TANK

POTABLE WATER DELIVERY…see WATER.

PROPANE DELIVERY for any duration of use.

ORDER USING: Category: Service Delivery, Catalog Item: Service - Propane Delivery, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	3 / 3	Service - Propane Delivery	4/16/2006 1000 MDT	Mt. Ord Lookout	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	AmeriGas, Payson AZ, CC: J. Blume	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Fill both radio shack and cabin tanks.			Reporting Instructions										

PLUMBING SERVICE/REPAIRMAN... see SERVICE/REPAIR

WARNING: RADIO'S ARE CLASSED AS SENSITIVE ITEMS YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION. ROSS WILL NOT GENERATE MULTIPLE S#'s. GENERATE ONE S# FOR EACH RADIO DESIRED.

ALSO SEE SATELLITE RADIOS...

RADIO (USE) purchase of new or use of existing unit.
ORDER USING: Category: Service Communication, Catalog Item: Service - Radio, ROSS generates a single S-#, resource mobs to Incident Resources screen.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

Example of: Use of existing LNF/ADC radio's, entered this way to track where it is.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Radio	4/16/2006 1000 MDT	NM-ADC I/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	NM-LNF, S/N 8874737U	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs NM-ADC handheld radio for use by Rapid Response Team ICT3 for duration of Severity.			Reporting Instructions										

Example of: Purchase of radio from outside vendor.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Radio	4/16/2006 1000 MDT	NM-ADC I/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Bendix King, S/N 857463, CC: D. Garvey	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need radio for ADC.			Reporting Instructions										

RADIO one time Repair/Replacement
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: RADIO - Repair/Replacement
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF unless being handled by a home unit. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	RADIO - Repair/Replacement	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	MS-MNF	To be handled thru home unit					
Travel Mode				Special Needs Repair or Replace as needed for E-4.1, Bendix King S/N 948575 damaged on fire, approved by IC Jim Hicks. To be handled by home unit.			Reporting Instructions										

RECYCLING, ALL for any duration of use.
ORDER USING: Category: Service Sanitation, Catalog Item: Service - Recycling, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Recycling	4/16/2006 1000 MDT	Great Gulch ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	ABC Recycling, CC: O. Rupert	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need cooking oil removal, at least once per week aprox 30 gl daily, vendor must provide storage containers.			Reporting Instructions										

REFRIGERATED BUILDING RENTAL/AGREEMENT…see Facility Rental

REFRIGERATION SERVICE for any duration of use.
ORDER USING: Category: Service Miscellaneous, Catalog Item: Service - Refrigeration, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Refrigeration	4/16/2006 1000 MDT	Tonto N. F. S/O	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Jim's Refrigeration & Repair, CC: Y. Younger	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need service/repair to icemaker in warehouse			Reporting Instructions										

ROAD GRADING SERVICE for any duration of use.
ORDER USING: Category: Service Miscellaneous, Catalog Item: Service - Road Grading, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.
FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Road Grading	4/16/2006 1000 MDT	Tonto N. F. S/O	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	P. Hertering Excavation. BPA 33-98	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need Harmens Ranch Road Graded due to fire traffic. Need small unit due to culverts.			Reporting Instructions										

SACK LUNCHES…see Meals

SANITATION NEEDS, MISC for any duration of use. Other than those listed in Catalog.
ORDER USING: Category: Service Sanitation, Catalog Item: Service - *Porta Potties/Service,* ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. If multiple units are desired order each separately. Provider is NM-LNF….see examples or ask CORD.
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	3 / 3	Service - Sanitary Other	4/16/2006 1000 MDT	Horse Head Mesa T.H.	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Bill's Honey Wagon, BPA 93-09	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need all outhouses pumped			Reporting Instructions										

WARNING: SATELLITE PHONES & RADIO'S ARE CLASSED AS SENSITIVE ITEMS YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION. ROSS WILL NOT GENERATE MULTIPLE S#'s. GENERATE ONE S# FOR EACH RADIO DESIRED.

SATELLITE PHONE for any duration of use.

ORDER USING: Category: Service Communication, Catalog Item: Service - Satellite Phone, ROSS generates a Single S-#, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Satellite Phone	4/16/2006 1000 MDT	NM-ADC I/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	WorldCom, # 987-654-0987, Ag# 49REJR83	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need for LEO secret squirrel operations.			Reporting Instructions										

SATELLITE RADIO for any duration of use.

ORDER USING: Category: Service Communication, Catalog Item: Service - Satellite Radio, ROSS generates a Single S-#, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Satellite Radio	4/16/2006 1000 MDT	NM-ADC I/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	WorldCom, S/N 8373UY7, Ag# 49REJR83	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need for LEO secret squirrel operations.			Reporting Instructions										

SAW GAS...see FUEL

SAW OIL...see OIL

SERVICE/REPAIRMAN one time Repair/Service Call

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SERVICE - *Desired Service (ie Electrical, Plumbing, Dry walling, Landscaper etc).*

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. TRACK ITEM IF EXTENDED DURATION OF USE…see examples or ask CORD.
Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	**SERVICE** - Electrical	4/16/2006 1000 MDT	Tonto N.F. EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Bill's Electrical Service & Supply, CC: L. Monster					
Travel Mode				Special Needs Need electrician to run 5 power lines for rental computers in EXPD.			Reporting Instructions										

Example of: Extend duration of use or On Call resource

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	**SERVICE** - Electrical	4/16/2006 1000 MDT	Red Hill ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	MS-MNF	Bill's Electrical Service & Supply, CC: L. Monster	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need on call electrician at base camp for duration of incident			Reporting Instructions										

SCHOOL FACILITY RENTAL/AGREEMENT…see Facility Rental

SHOWER FACILITY RENTAL/AGREEMENT…see Facility Rental

SPORTS DRINKS one time purchase
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SPORTS DRINK, size, cs/ea
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	72 / 72	**SUPPLY** - Sports Drink, CS	4/16/2006 1000 MDT	Williams Gateway Tanker Base Gt 50	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Pepsi Cola Bottlers, Payson AZ, CC: P. Murdock					

Travel Mode				Special Needs Need 1 pallet, case count can be adjusted dependent on size of bottles, assorted flavors if possible.			Reporting Instructions

SPORTS DRINKS agreement for continuous delivery
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SERVICE - DELIVERY, SPORTS DRINK
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. TRACK THIS ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	**SERVICE** - Delivery, Sports Drink	4/16/2006 1000 MDT	White Horse ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Pepsi Cola Bottlers, Payson AZ, CC: P. Murdock	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs Want 5 pallets per day delivered to ICP, quantity may be adjusted as needed. Vary flavors.			Reporting Instructions

TABLE OR CHAIR Purchase
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: TABLE - Folding, 10' x 3', EA
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. Ask CORD if you should TRACK THIS ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	**SUPPLY** - TABLE - Folding, 10' x 3', EA	4/16/2006 1000 MDT	Tonto N.F. EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Sam's Club, CC: T. Youngblood	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs			Reporting Instructions

TABLE OR CHAIR Rental

ORDER USING: Category: Service Office Support, Catalog Item: Service - Office Equipment Other, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-6	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	10 / 10	Service - Office Equipment Other	4/16/2006 1000 MDT	Tonto N.F. EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	XYZ Business Equip., CC: J. Peters	D	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs Need 10' x 3', large size folding tables			Reporting Instructions										

TANK (NON-NFES) …Specify Dip or Portable

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: TANK, *Type*, (size), GL

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. TRACK THIS ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	TANK, PORTA, 350, GL	4/16/2006 1000 MDT	Horesmesa Dip Site	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Pine VFD, Ag# DKS03498534FDI	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		
Travel Mode				Special Needs			Reporting Instructions										

TELEPHONE LINE AGREEMENTS for any duration of use.

ORDER USING: Category: Service Communication, Catalog Item: Service - Voice Line, ROSS generates a Single S-#, resource mobs to Incident Resources screen.

IF DESIRED: GENERATE ONE S-# FOR EACH LINE DESIRED SO NUMBERS CAN BE DEACTIVATED AFTER USE.

FILL USING: Fill with Agreement. Enter Vendor Name - Phone Number - Agreement Number in 'Resource Name *" field. Provider is NM-LNF….see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	5 / 5	Service - Voice Line, EA	4/16/2006 1000 MDT	NM-ADC EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	DexWest, Ag#746HD7372H	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs Need additional Telephone lines for BUYT use.			Reporting Instructions										

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Voice Line, EA	4/16/2006 1000 MDT	NM-ADC EXPD	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	DexWest, 602-587-9852 - Ag#746HD7372H	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs Need additional Telephone lines for BUYT use.			Reporting Instructions										

TIRE REPAIR or REPLACEMENT

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: TIRE - Repair or Replacement, EA
NM-LNF Classes tire replacement as a sensitive item and you must have written documentation from the IC or District FMO that the replacement is due to fire response damage and is not due to normal ware and tear.

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK THIS ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	2 / 2	TIRE - Repair, EA	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Big O Tire, CC: Y. Phillips					

Travel Mode				Special Needs E-18 right rear duels			Reporting Instructions										

TOW TRUCK
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SERVICE - Tow Truck, towing capacity/size
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK THIS ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	2 / 2	SERVICE - Tow Truck, 7500# capacity	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Truck Experts Towing, CC: Y. Phillips					

Travel Mode				Special Needs For E-18, blew both right rear duels			Reporting Instructions										

VEHICLE MOTOR OIL...see OIL

VEHICLE PARTS…misc
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: Misc Auto, ea
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK THIS ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	**SUPPLY** - Misc Auto, ea	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	AZ-ASF	Will be handled by home unit.					

Travel Mode				Special Needs E-3, right side mirror and blind spot. Damaged on fire, approved by IC John Hicks.			Reporting Instructions										

VEHICLE REPAIR…misc
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: SERVICE - Vehicle Repair, Misc
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK THIS ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	2 / 2	**SERVICE** - Vehicle Repair, Misc.	4/16/2006 1000 MDT	N/A	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Wilford Ford, BPA 14-76					

Travel Mode				Special Needs E-7, starting problems			Reporting Instructions										

WATER, BOTTLED…one time purchase

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: WATER - Bottled, CS

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. DO NOT TRACK ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	72 / 72	WATER - Bottled, CS	4/16/2006 1000 MDT	Williams Gateway Tanker Base Gt 50	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Albertsons, Goldenway Mesa, CC: G. Holland					

Travel Mode				Special Needs Need 1 pallet, case count can be adjusted dependent on size of bottles. Would prefer 1 ltr size			Reporting Instructions

WATER, BOTTLED or BULK…for continuous delivery **Be careful not to order multiple S-#'s **

ORDER USING: Category: Service Delivery, Catalog Item: Potable Water Delivery, ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is NM-LNF. TRACK THIS ITEM…see examples or ask CORD.

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MDT	NM-ADC EXPD Blk 8	NM-ADC	1 / 1	Service - Potable Water Delivery	4/16/2006 1000 MDT	White Horse ICP	NM-ADC	NM-ADC	4/16/2006 1425 MDT	NM-LNF	Pepsi Cola Bottlers, Payson AZ, CC: P. Murdock	M	4/16/2006 1250 MDT	4/16/2006 1255 MDT		

Travel Mode				Special Needs Want 5 pallets per day delivered to ICP, quantity may be adjusted as needed. Vary flavors.			Reporting Instructions

WOOD, see Hardware