Resource Order Number: Resource Name:

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| **Date** | **File Type** | **Person/Position** | **Issue Item#** | **Comments** | **Action Taken** |
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| Equipment & Contracted Resource Package | | | |
| Invoice (OF-286) | | **Other Supporting Documents** | |
|  | 1. Incident/Project Name |  | 16. Resource Order |
|  | 2. Admin Office & Address (Jurisdictional Agency for VIPR/EERA/Cooperators, ASC for National Crews) |  | 17. RO estimated arrival matches mobilization shift ticket (approximate) |
|  | 3. Vendor Name |  | 18. Current Agreement (matches specific resource from RO) |
|  | 4. Vendor Agreement Number |  | 19. Mechanic name matches RO and agreement (if applicable) |
|  | 5. Vendor Agreement Dates (effective dates, verify dates of service) |  | 20. Faller/Medic/Other name matches list/agreement (if applicable) |
|  | 1. Vendor Address |  | 21. Manifest (if applicable) |
|  | 1. Vendor UEI-Unique Entity ID (was DUNS before) or Vend Code Sheet |  | 22. OF-296 Pre-Use Inspection form |
|  | 1. Vendor Resource Info – Equipment Unique ID, Vin, Make, Model |  | 23. OF-296 Post-Use Inspection form |
|  | 1. Unit Rates Match RO & Agreement Line Item (ie. Daily rate, mileage, etc.) |  | 24. Shift Tickets (all days included, signatures, 2 names if equipment and transport, any  breakdowns/remarks, overlap time) |
|  | 1. Point of Hire (location city on equipment line item) |  | 25. Fuel and Oil Issue Tickets (if applicable) |
|  | 1. Date & Time of Hire (Matches RO?) |  | 26. Unique Rates or Breakdowns (include GM documenting special rate) |
|  | 1. Appropriate Charge Code |  | 27. Lodging Receipts (if applicable) |
|  | 1. Verified first/last day for full daily rate or ½ rate |  | 28. All additions/deductions documented & supported |
|  | 1. Release Block – Demob date & time (date & time for released or withdrawn) |  | 29. Performance Evaluation (Required for VIPR and National Contracts) |
|  | 1. Signature by Government and vendor (fully signed) |  | 30. CTR attached for National Crews (Verify Crew math) |

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| Personnel Package | | | | | |
| All Personnel Resources | | **Add-Ons for Casual Hires** | | **Add-Ons for Cooperators** | |
|  | 1. Invoice (OF-288): incident/fire code/RO matches |  | 1. Casual Hire Form (if applicable) |  | 1. Invoice (OF-286): incident/fire code/RO matches |
|  | 1. Invoice (OF-288): signatures (finance & resource) |  | 1. Casual Hire matches OF-288 |  | 1. Invoice (OF-286): signatures (finance & resource) |
|  | 1. CTRs (all days accounted for, verify hours, overlap time, same time on 2 job codes) |  | 1. Effective date & info matches OF-288 |  | 1. Current Cooperator Agreement |
|  | 1. Manifest (if applicable) |  | 1. Receipts for Casual Hire (if applicable) |  | 1. Shift tickets (all days accounted for, verified hours) |
|  | 1. Resource Order |  |  |  |  |
|  | 1. Performance Evaluations |  |  |  |  |
|  | 1. Lodging Meets GSA Rates |  |  |  |  |
|  | 1. Signature by Government and employee |  |  |  |  |

Check box for items audited and correct, leave blank and identify in audit table if errors exist. updated 4/11/2024