

PAYETTE DISPATCH SUPPLY REQUEST

Phone: 208-634-2757 | Email: idpac@firenet.gov | Expanded: idpac_expanded@firenet.gov

NON-NFES SUPPLY REQUEST

INCIDENT NAME		INCIDENT NUMBER		FINANCIAL CODE		
REQUESTED BY <i>Name and Position</i>		CONTACT #	APPROVED BY <i>Name and Position</i>		NEEDED BY DATE	TIME
ORDER TYPE LOCAL PURCHASE BY CREW MEMEBR FILL AT HOME UNIT LOCAL PURCHASE BY MICRO PURCHASER <i>* Local purchase by micro purchaser - will be arranged by dispatch</i>			NOTE: IF A NON – CONSUMABLE ITEM WAS DAMAGED/LOST, NEEDS REPLACED, OR YOU ARE UNABLE TO FILL THE ITEMS AT A LOCAL CACHE THEN A PROPERTY LOSS OR DAMAGE REPORT (OF-289) IS REQUIRED. FOR ANY SAW PART ORDER, A GREAT BASIN CONSUMABLE SAW PARTS ORDER FORM IS REQUIRED. <i>Please provided these forms as an attachment.</i>			
SUPPLY ORDER			FILL INFORMATION		DISPATCH USE	
ITEM DESCRIPTION	QUANTITY	UNIT OF ISSUE <i>EXAMPLE: BOX, EA</i>	VENDOR <i>REQUIRED FIELD IF THIS LOCAL OR HOME UNIT PURCHASE</i>	PURCHASED BY <i>REQUIRED FIELD IF THIS IS A LOCAL OR HOME UNIT PURCHASE</i>	BUYING TEAM	S#
EXAMPLE Resupply of freeze-dried meals 16 Dinners and 8 breakfast.	24	Packages	Peak Refuel	Smokey Bear - Purchase Card		
SPECIAL NEEDS AND REMARKS						
DISPATCH USE ONLY						
IBA SIGNATURE						