Fire Purchasing Reminders for Micro-Purchasers

1. ALL purchases must be supported by a Resource Order. General Messages cannot substitute for a Resource Order for documentation purposes.
2. Cardholders shall change their default accounting code in the US Bank system to the applicable incident P-code before making purchases on the incident. Call or email your LAPC to make the change
3. Micro-purchase threshold limits do not change:
	1. $10,000 supply
	2. $2,500 service
	3. $2,000 construction
4. Lodging is considered a service, a micro-purchaser is limited to $2,500 for lodging. If a crew is assigned to a hotel instead of camp on an incident, Dispatch should forward the resource order to the Buying Team or a warranted cardholder because the total will exceed $2,500.
5. Lodging required for transit to and from an incident (one night) can be authorized with a Crew Order (O# or E#). All other lodging must be authorized by a S#. Again, cannot exceed $2,500 in total; if there is any risk the payment(s) will exceed, it should be made by the Buying Team or a warranted cardholder.
6. For crews in “pre-position,” lodging can be paid for each night individually. Make sure the hotel charges the card each day since the known requirement is day-to-day.
7. Forest Service cardholders can use Form FS 6200-11B to request tax exemption from Hotels
8. Meals including sack lunches are considered a supply item and can be transacted up to $10,000.
9. The BOC for lodging and for meals is 2131
10. Cannot pay with purchase card for:
	1. National contracts
	2. EERAs and IBPAs
	3. Emergency facility and Land Use Agreements
	4. Accountable property (purchase price over $5,000)
11. Standing Orders (Ice, Water, Gatorade, newspapers, etc.) cannot exceed $10,000 per resource order/vendor
12. Supplemental food requires IC justification AND concurrence from Agency Administrator
13. Printing/Copying bought commercially requires GPO approval – contact regional GPO liaison
14. Rental of equipment WITHOUT operator can potentially be paid by a micro-purchaser if there is no vendor rental agreement. The Government cannot sign vendor terms and conditions. If the vendor requires such, a Buying Team member (warranted cardholder) needs to complete the procurement with Government terms and conditions
15. Replacement Items require resource order and all mandatory source requirements are in effect.
16. The 30-day final approval requirement in US Bank is still enforced for fire purchases – it is automated through the Bank and cannot be waived. Accounts will be suspended when transactions are not final approved after 60 days.