

Incident Name and Number:

e-ISuite ITEM Code	Item/Service	Vendor / Supplier:	NOTES Resource Order # or COST Description for Estimates	LOGIC For Rate Estimates
MEALS: If not posted from ACTUAL – estimate based on number of personnel from Daily 209 Report				
CTR	Breakfast & Dinner			<input type="checkbox"/> National Caterer <input type="checkbox"/> State Kitchen <input type="checkbox"/> TY3 Caterer
SPT				<input type="checkbox"/> Local Restaurant
SPT	Sack Lunches			<input type="checkbox"/> from Caterer <input type="checkbox"/> from Local Vendor
UTILITIES & SERVICES: SPT or MISC both indicate Supply, Facilities, Camp Support item				
MISC	Potable Water Source			
MISC	Gray Water Disposal Source			
MISC	Electricity			
MISC	Communications / Phones			
TRA	Garbage/Trash collection or Dumpsters			
FUEL	Fuel			
RENTED COMMERCIAL ITEMS: (paid via credit card and NOT invoiced on an OF-286) Include TLT (Porta Potties) & HNDW (Handwash Units) if they are not on pre-season agreements Include these items if they do not appear on a Buying Team Spreadsheet – see notes below				
GEN	Generators			
LITE	Light Towers			
REF	Refrigerated Trailer			
MISC	Tables & Chairs			
LITE	Lighting Systems & Light Towers			
MISC	Rented Office Equipment i.e. Copier <input type="checkbox"/> or Fax <input type="checkbox"/>			
MISC	Message Boards & Signs			
SUPPLIES: Paid in Full upon Delivery or Receipt – NOT RENTED. Includes Consumables from Vendors & Caches				
SUP	Local Supplies			Local Procurements - Consumables
SUP	CACHE Supplies			Logic for Daily Est: Ex: \$35/day per person via 209
SUP	BUYT Supply Spreadsheet			Daily Sum
FACILITIES or LAND USE AGREEMENTS				

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e-ISuite Un-Operated Equipment & Support Cost MATRIX/Worksheet				
LODG	Lodging (commercial)			
FAC	Facilities on GVMT Ground (Fed or State)			
LUA	Land Use Agreement			
LUA	Land Use Agreement			
SHW	Showers			<input type="checkbox"/> NATIONAL CONTRACT <input type="checkbox"/> Local Vendor
SUPPORT COST ESTIMATES: Important - Document the logic used for Support Cost Estimates. If using e-ISuite enter amount in "Other Costs" Tab: a Resource Order number is not required for these estimates.				
PERD	Per Diem			Logic for Daily Est: Ex: use resource reports & 209 \$5/day each on-incident person \$51/day for mob/demob people \$140/day full per diem people
OS	Buying Team			Logic for Daily Est: Ex: \$540/person per day (\$540 = full per diem + salary)
OS	Expanded Dispatch			Logic for Daily Est: Ex: \$540/person per day (\$540 = full per diem + salary)
TRAN	Transportation IN/OUT - Air			Logic for Daily Est: Ex: Via Resource Report: tally Air, A/R \$1000/person on mob and demob day or \$2000 roundtrip
TRAN	Transportation IN/OUT - Ground			Logic for Daily Est: Ex: via Resource Report: tally AOV (\$100/day in-state, \$300/day out-state), POV (\$175/day)
	Rental Vehicles:			Includes: SUV, PU, AUTO, GOLF(cart), ATV, SUV, UTV, & VAN

Additional Considerations:

- **DOCUMENT** your methodology for Support Estimates: TRAN (ground/air/agency), CACHE, Buying Team and Expanded off site people/rentals/per-diem.
 - Important to have on file so adjustments make sense and to pass along to next COST during transition.
- **UNK** Item Code will NOT be picked up on Cost Reports.
 - IROC Imports may show Items with a Kind Code = 'UNK', example, Yurts, Internet Service, Dumpsters, etc.
 - Research from procurement/ payment method and then edit to reflect correct actual Item Code.
- **Verify** the method of procurement & payment for Support Items such as: Porta Potties, Handwash Stations, etc.
- **CSU** is Clerical Support Unit (no e-ISuite Cost Est)
- **TRLR** now combines Office Trailer & Helicopter Support Trailer.
- **OS** is for Overhead Support (a PERSON).
- **SPT** is for Support General (Widget/thing)
- **NATIONAL CONTRACTS:**
 - CTR, SHW, TY2 IA Crew, TY1 Batch Plant, etc. are PAID by FS-ASC regardless of incident jurisdiction.
 - CTR and SHW kind code will always have a CONT default accrual code.

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- If **not** using the national contracts, **AND** if the incident/payment agency is **NOT the FS**,
 - manually change and LOCK the Accrual Code to EXCL.
- Include **COMMERCIAL ITEMS** on this list.
 - These are items not paid as supplies on the BUYT spreadsheet.
 - Generally, they are rented items or services that are paid at the end of the incident via CC.
 - These Commercial Items should have a \$0 (zero) value on the BUYT spreadsheet but need to be captured in e-ISuite cost with an accurate estimate.
 - Commercial Items include rental of office equipment, utility services, FUEL from a local vendor, Refrigerated Trailer, Garbage removal/Dumpsters, etc.