NORTHWEST 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 in Northwest dispatch offices. 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 Category/Catalog Item**. The Northwest **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 among 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 <u>one chance</u> 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.**

Special Needs: The Northwest 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.

The Northwest 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:* Usually 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, automatically 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.

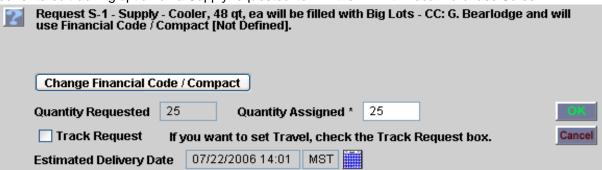ROSS's preset tracking option on a Service requested item in the New Request Screen.

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: Northwest 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.

NWC Standard for Data Entry: Primarily Northwest 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: **Northwest only uses the "Fill with Agreement" and "Fill with Local Purchase"** **selections.** While working at NWC and Northwest dispatch offices you will **<u>never</u>** use "Fill with Requested Item", "Fill with New Resource" or "Fill with Substitution" (exception see below). You will **<u>never</u>** "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 MST	UT-UBC EXPD Blk 8	UT-UBC	200 / 200	01027, Earplug, Form, Disposable, PG	4/16/2006 1000 MST	Jamerson ICP	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	ID-GBK, 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 MST	ID-BDC EXPD Blk 8	ID-BDC	2/ 5	Supply - Misc. Hardware - Extension Cord, 100 ft., ea.	4/16/2006 1000 MST	Jamerson ICP	ID-BDC	ID-BDC	4/16/2006 1425MST	ID-BOD	Home Depot - L. Brunson CC					
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.

Placing NFES Orders to the GACC Caches: Generally with Type 1, 2, or 3 team orders, or when the local caches order replacements for their cache, the orders need to go to the Northwest Cache in Redmond. This system uses a ROSS/ICBS (Interagency Cache Business System) interface. Because of this, there are some very important things to remember when creating and placing the order.   After creating the orders in ROSS, you will need to "Print NFES Requests Only" and fax them to the Northwest Cache. Always follow up with a phone call to the cache to verify receipt of the order.   The cache will call you back after they have looked at the order and tell you when it's ok to place them in ROSS. If changes need to be made, you must call the cache and have them UTF the order before you can do anything with that order. You cannot cancel the order in ROSS nor can you use the "Retrieve" function without talking to the cache first.

ALL RADIO KITS, SMOKE PARTICULATE MONITORING KITS, P-RAWS AND I-RAWS ORDERS ARE PLACED UP TO <u>***NORTHWEST COORDINATION CENTER (GACC)***</u> ***AND NOT DIRECTLY TO THE NORTHWEST CACHE.***

Cache Fill Information: When the Northwest Cache fills a request there are several ways they can fill them:
• **"Backorder"** all or a portion of a request. When the item is re-stocked the cache completes the fill.
• **"UTF"** all or a portion of a request.
• **"Forward"** all or a portion of a request to another cache to fill.

A request is considered filled when *any* portion of the requested quantity is filled. When any portion of an un-tracked item is filled, the request is set as Fill/Close. However, if a request is partially filled and partially forwarded or back ordered, ROSS continues to receive fill information until the total requested items is complete (or UTFd). Even when you see Fill/Close you need to check to see whether or not the order is completely filled.

Financial Code: You must indicate that one of the financial codes assigned to this incident is the **default code** or you will get an error in this section. Even if there is only one code assigned, it must be marked as the Default. On the Incident Screen in ROSS, under the Financial Codes tab, highlight a fire code and then click on the Default button.

Default						
Default	**Financial Code**	**Owner**	**Used By**	**Assigned By**	**Fiscal Year**	**Active**
Yes	LLNVW00240...	Bureau ...	NV-BMD	Central Nev...	2013	☑

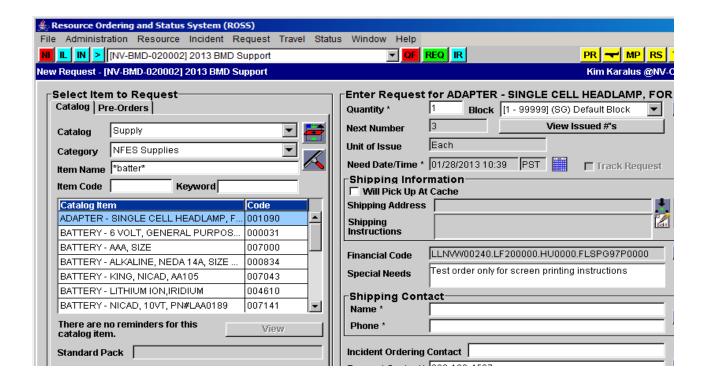**Special Needs:** If you need to add something to the Special Needs box, just remember that if you type a space, a dash, and another space (" - ") it will show up in ICBS as an upside down question mark. Whenever that happens, the cache cannot view the order. Example:

      TO APACHE PASS ROAD - ENTRANCE TO FORT
           Appears like this in ICBS:
      TO APACHE PASS ROAD ¿ ENTRANCE TO FORT

Standard Pack / Unit of Issue: The first thing to look for is Standard Pack and Unit of Issue. Standard Pack is how the cache generally has the item in stock (EA, 24/PG, 10 PG/BX, etc.). Unit of Issue is how you need to order. Example: The fire orders 100 AA Batteries. Standard Pack is 24 each per package (24/PG). Unit of issue is Package, so you need to order 4 Packages. If the unit of Issue was EACH, you would order 100 even though the Standard Pack was 24/PG.
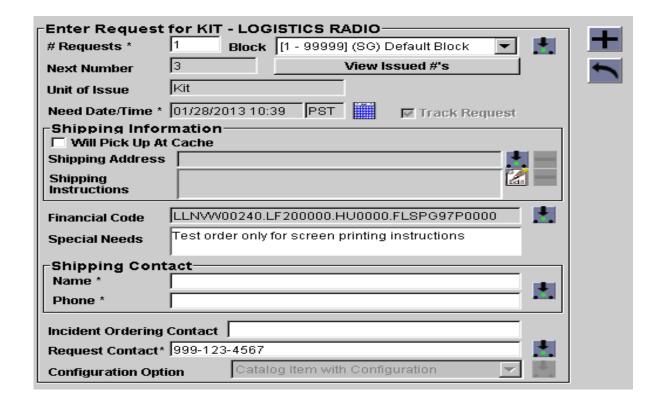
Note also: The "Track Request" box is grayed out. It will automatically put a check mark in if it is a trackable item (Radio Kits, etc.)

Shipping Information: THIS IS CRITICAL - you must select one method of shipping.

There are 3 options to choose from:
- a. Pick Up At Cache
- b. Shipping Address   OR
- c. Shipping Instructions

Enter Request for KIT - LOGISTICS RADIO

# Requests *	1 Block [1 - 99999] (SG) Default Block
Next Number	3 View Issued #'s
Unit of Issue	Kit
Need Date/Time *	01/28/2013 10:39 PST ☑ Track Request

Shipping Information
☐ Will Pick Up At Cache
Shipping Address
Shipping Instructions
Financial Code LLNWW00240.LF200000.HU0000.FLSPG97P0000
Special Needs Test order only for screen printing instructions

Shipping Contact
Name *
Phone *

Incident Ordering Contact
Request Contact* 999-123-4567
Configuration Option Catalog Item with Configuration

Pick Up at the Cache: If this is chosen, the other options will disappear. You will then need to signify who will be picking the items up and when. THIS IS ONLY FOR NORTHWEST CACHE not local caches.

Shipping Address / Shipping Instructions: Try looking in the drop down menu prior to entering your own location (it may already be in there).   If you enter a Shipping Address it will show up in the field. If you enter Shipping Instructions, the Shipping Address is replaced with See Shipping Instructions. You can enter an address in the Shipping Instructions but you must make sure you have the City, 2-letter State identified AND the Zip Code.

Shipping Contact / Incident Ordering Contact: You can use the pick icon to pick a name and phone number or you can just type in the boxes. This is a mandatory field and should be the name of the dispatcher and the appropriate phone number. DO NOT PUT PERSONAL CELL NUMBERS IN HERE AS THEY WILL CARRY OVER FOR ALL THE OTHER ORDERS AND BECOME PART OF THE ROSS CONTACT INFORMATION.

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.. The information entered in description will NOT show up anywhere on the order.

Agreement numbers can be Agreements, BPA's, EERA's or Credit Card Users. Agreement #'s don't have to contain spaces or dashes if you're limited in space.
Provider is the agency that established the agreement. OR Provider is the agency that issued the credit card.
Vendor and Location

Examples of proper fill information:

	Resource Assigned
Resource Name entered as: Cornel & Maria Isfan - BPA 12-40 (ID-EIC is generated automatically and is not part of your 50 character limit.).	Cornel & Maria Isfan - BPA 12-40 (OR-EIC)
Resource Name entered as: Tiny's Restaurant Payson - D - CC: J. Billings (ID-EIC is generated automatically and is not part of your 50 character limit). *NOTE: Due to field length we have eliminated some spaces.*	Tiny's Restaurant Payson - D - J. Billings CC (OR- EIC)
Resource Name entered as: CopyCo - S/N 8763209 - Ag# 6524SF2F21F (ID-EIC 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 (OR- EIC)

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

Examples of desirable and non-desirable requests 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 PNT	NV-CNC EXPD Blk 8	AZ-PHC	1 / 1	Copy Machine for expanded	4/16/2006 1000 PNT	NV-CNC EXPD	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-WID	COPY MACHINE, From Copy Co in Phoenix #25D9985	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
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 PNT	NV-CNC EXPD Blk 8	NV-CNC	1 / 1	Service - Copy Machine Rental	4/16/2006 1000 PNT	NV-CNC EXPD	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-WID	Copy Co - IKON Mdl 398FX, S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
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 PNT	NV-CNC EXPD Blk 8	NV-CNC	80 / 80	Sack Lunches	4/16/2006 1000 PNT	Winnemucca MOB Center	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-WID	Sack Lunches	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
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 "SL" (Sack Lunch) 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 PNT	UT-CDC EXPD Blk 8	UT-CDC	80 / 80	Service - Meals	4/16/2006 1000 PNT	Color Country Fire Center	UT-CDC	UT-CDC	4/16/2006 1425 PNT	UT-DIF	Joe Johnson's, Fairview Dr -SL - Elaine Peters CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
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 in the NORTHWEST you will NEVER "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 the agency that established the agreement or issued the credit card….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 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Other Facility Rental	4/16/2006 1000 MST	Dixie N.F. S/O	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Cornel & Maria Isfan - BPA 12-40 (UT-CDC)	M	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode			Special Needs Need to Extend Utilities and Air Conditioner for 24/7 use in S.O. Conference room for EXPD.	Reporting Instructions

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

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 the agency that established the agreement….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 PNT	NV-EIC EXPD Blk 8	NV-EIC	1 / 1	Service - Medical	4/16/2006 1000 PNT	Big Tree Fire ICP	NV-EIC	NV-EIC	4/16/2006 1425 PNT	NV-HTF	1st Response Amb Serv - Linda Evans CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Needed Ambulance for transport of O-3 to Elko Medical Center, Elko NV			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 the agency that established the agreement or issued the credit card….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 PNT	NV-EIC EXPD Blk 8	NV-EIC	1 / 1	Service - Audio/visual Equipment Rental	4/16/2006 1000 PNT	Cave Creek Ranger District	NV-EIC	NV-EIC	4/16/2006 1425 PNT	NV-HTF	XYZ Business Equip - Jeff Peters CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need PowerPoint projector and P.A. system for public briefing.			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 *: Saw Chain, ea./ro

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card. 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 MST	ID-SCC EXPD Blk	ID-SCC	10 /	Saw Chain, ea.	4/16/2006 1000 MST	N/A	ID-SCC	ID-SCC	4/16/2006 1425 MST	ID-TFD	Payson Supply -					
Travel Mode				Special Needs Model Still 440 , chain Driver Count 91 RSF,			Reporting Instructions										

WARNING: COMPUTERS'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 COMPUTER DESIRED.*

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 the agency that established the agreement.…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 MST	ID-SCC EXPD Blk 8	ID-SCC	1 / 1	Service - Computer Rental	4/16/2006 1000 MST	ID-SCC I/A	ID-SCC	ID-SCC	4/16/2006 1425 MST	ID-TFD	Bit by Bit - S/N 135D98DD5 - Ag# 1D59D7D43665	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
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 the agency that established the agreement….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 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Copy Machine Rental	4/16/2006 1000 PNT	NV-ECC EXPD	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-EKD	Copy Co - IKON Mdl 398FX, S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
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 the agency that established the agreement or issued the credit card, 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 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-EKD	Copy Co - BPA 12-65	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
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 the agency that established the agreement or issued the credit card. 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 PNT	NV-ECC EXPD Blk 8	NV-ECC	2 / 2	Print Cartridge, Black, EA	4/16/2006 1000 PNT	Battle Mountain Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-EKD	Office Depot - Fran Parker CC					
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 the agency that established the agreement….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 MST	UT-MFC EXPD Blk 8	UT-MFC	5 / 5	Service - Data Line, EA	4/16/2006 1000 MST	UT-MFC EXPD	UT-MFC	UT-MFC	4/16/2006 1425 MST	UT-MLF	DexWest - IP 25871203B - Ag#746HD7372H	M	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode			Special Needs Need additional data lines for BUYT use.	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 Multiple 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 the agency that established the agreement….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 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Dormitory/Barracks Rental	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 PNT	UT-DIF	USAF - Camp Good Times - Ag# UYJO001367845	M	4/16/2006 1250 MST	4/16/2006 1255 MST		

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

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 Resources screen.

FILL USING: Fill with Agreement. Enter Vendor Name - Serial #, Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card….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 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Fax Machine Rental	4/16/2006 1000 PNT	NV-ECC	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-ELD	Copy Co - Fastfax Mdl 398FX , S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
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 the agency that established the agreement or issued the credit card….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 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-ELD	Copy Co - BPA 12-65	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need service call on Fast Fax 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 the agency that established the agreement or issued the credit card. 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 PNT	AZ-PHC EXPD Blk 8	AZ-PHC	2 / 2	Toner Cartridge, EA	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	AZ-PHC	AZ-PHC	4/16/2006 1425 PNT	AZ-TNF	Office Depot - Fran Parker CC					
Travel Mode				Special Needs For Fast fax Mdl 398FX			Reporting Instructions										

FUEL/GAS…SEE FOLLOWING EXAMPLES AND SELECT APPROPRIATE TYPE

FUEL AGREEMENTS for all types of fuel. This is used when you set-up an agreement with a Local Gas Station – DO NOT USE IF YOU ARE ORDERING A FUEL TENDER OFF A DPL.

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 the agency that established the agreement or issued the credit card….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 PNT	NV-ECC EXPD Blk	NV-ECC	1 / 1	Service - Fuel Delivery,	4/16/2006 1000 PNT	Goldfield	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-ELD	Texaco S/W	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

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 the agency that established the agreement or issued the credit card. 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 PNT	NV-ECC EXPD Blk	NV-ECC	10 /	FUEL - Saw Gas, GL	4/16/2006 1000 PNT	N/A	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Payson Supply -					

Travel Mode			Special Needs Picked up by NV-HTF 431, B. Mason	Reporting Instructions

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 the agency that established the agreement or issued the credit card….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 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Generator Rental, EA	4/16/2006 1000 PNT	White Horse ICP	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Power to Go, S/N 873 485 - B. Bell CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs To support IMET equipment.				Reporting Instructions									

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

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

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is AZ-TNF. 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 PNT	NV-LIC EXPD Blk 8	NV-LIC	1 /1	Misc. Hardware	4/16/2006 1000 PNT	Benny Hill ICP	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LIC	Home Depot - Lloyd Johanson CC					
Travel Mode				Special Needs Need Nuts, Bolts, Hinges etc. to make up Information Board for ICP. Wood ordered separately				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 the agency that established the agreement or issue
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 PNT	NV-LIC EXPD Blk 8	NV-LIC	1 / 1	Service - Medical	4/16/2006 1000 PNT	Big Tree Fire ICP	NV-LIC	NV-LIC	4/16/2006 1425 PNT	LV-HTF	Payson Community Med Ctr. - R. Roberts CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need hospital visit for E-4.3 Tom Cruz, 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 the agency that established the agreement or issued the credit card….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 PNT	NV-LIC EXPD Blk 8	NV-LIC	3 / 3	Service - Lodging	4/16/2006 1000 PNT	Las Vegas	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Homewood Suites, Highland Ave, Phx. - R. Edwards CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
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 PNT	NV-LIC EXPD Blk 8	NV-LIC	1 / 1	Service - Lodging	4/16/2006 1000 PNT	N/A	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Best western, Las Vegas, NV - P. Jones CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
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 the agency that established the agreement or issued the credit card. 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 PNT	NV-LIC EXPD Blk 8	NV-LIC	30 / 30	ICE - BAGGED, BG	4/16/2006 1000 PNT	P/U by Payson R.D.	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Payson Ice & Gas - Ray Underwood CC					

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 the agency that established the agreement or issued the credit card. 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 PNT	NV-LIC EXPD Blk 8	NV-LIC	10 / 10	ICE - BLOCK, EA	4/16/2006 1000 PNT	P/U by Payson R.D.	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-HTF	Payson Ice & Gas - Ray Underwood CC					

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 the agency that established the agreement or issued the credit card.…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 PNT	NV-LIC EXPD Blk 8	NV-LIC	1 / 1	Service - Ice Delivery	4/16/2006 1000 PNT	Williams Gateway MOB Center	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Freeze King Inc. - Ag# IDI94857EJ	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

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	

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 the agency that established the agreement or issued the credit card.…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 PNT	NV-CNC EXPD Blk 8	NV-CNC	1 / 1	Service - Food Catering	4/16/2006 1000 PNT	Williams Gateway Gt 50	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-BMD	John's Meals to Go - 602-876-2837 - B. Roach CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
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 the agency that established the agreement or issued the credit card.…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 PNT	NV-CNC EXPD Blk 8	NV-CNC	1 / 1	Service - Food Catering	4/16/2006 1000 PNT	Red Butte ICP	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-BMD	Jimmy Jacks Mobil Kitchen - Ag# ID9475IEJDE	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need local caterer for feeding inmate crews till mop up is complete, approx. 7-10 days. See Food Service Request Form			Reporting Instructions										

LUMBER, Due to its' high cost lumber is ordered separately from MISC HARDWARE parts.
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: Lumber
FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card. 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 PNT	NV-CNC EXPD Blk 8	NV-CNC	2 /2	Lumber, ea.	4/16/2006 1000 PNT	Benny Hill ICP	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-BMD	Home Depot - L. Johanson CC					
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 the agency that established the agreement or issued the credit card….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 MST	ID-PAC EXPD Blk 8	ID-PAC	50 / 50	MAPS - Tonto N.F. Rec, EA	4/16/2006 1000 MST	Payette N.F. EXPD	ID-PAC	ID-PAC	4/16/2006 1425 MST	ID-PAF	Payette N.F., 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 MST	ID-PAC EXPD Blk 8	ID-PAC	5 / 3	MAPS - Arizona Gazetteer, ea.	4/16/2006 1000 MST	Payette N.F. EXPD	ID-PAC	ID-PAC	4/16/2006 1425 MST	ID-PAF	Bookmart - VanBuren St, Phoenix - Lane Taker CC					
Travel Mode				Special Needs			Reporting Instructions										

MEALS…see examples below for desired meal. When filling the order, put they type of meal following the name of the vender; B = Breakfast, L = Lunch, SL=Sack Lunch, and D=Dinner. Example; Chili's - D - Tyler Brown CC

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 Vendor Name - B - Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card….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 MST	ID-PAC EXPD Blk 8	ID-PAC	30 / 30	Service - Meals	4/16/2006 1000 MST	Quick Draw Spike Camp	ID-PAC	ID-PAC	4/16/2006 1425 MST	ID-PAF	Tiny's Great Eats, McCall, ID - B - Cole Younger CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode			Special Needs	Reporting Instructions
			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	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 Vendor Name - L - Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card….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 MST	ID-PAC EXPD Blk 8	ID-PAC	45 / 45	Service - Meals	4/16/2006 1000 MST	N/A	ID-PAC	ID-PAC	4/16/2006 1425 MST	ID-PAF	Chili's Restaurant - L - Hal Toulder CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs LUNCH, DINE IN - for after exit briefing in Fountain Hills			Reporting Instructions											

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. Vendor Name - SL - Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card….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 MST	ID-PAC EXPD Blk 8	ID-PAC	80 / 80	Service - Meals	4/16/2006 1000 MST	Williams Gateway MOB Center	ID-PAC	ID-PAC	4/16/2006 1425 MST	ID-SIS	Joe Johnson's , Fairview Dr - SL - Elaine Peters CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
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. Vendor Name - D - Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card….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 MST	ID-PAC EXPD Blk 8	ID-PAC	6 / 6	Service - Meals	4/16/2006 1000 MST	N/A	ID-PAC	ID-PAC	4/16/2006 1425 PNT	ID-SIS	Jake's BBQ House - D - Thunder Runder CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs DINNER for E4408 (E-3), See food Form, in Cave Creek area, not self sufficient			Reporting Instructions										

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 too varied order individually using Non NFES Supplies.

FILL USING: Fill with Agreement. Enter the Vendor Name - Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card….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 MST	ID-PAC EXPD Blk 8	ID-PAC	10 / 10	Service - Groceries/Sundries	4/16/2006 1000 MST	Quick Draw Spike Camp	ID-PAC	ID-PAC	4/16/2006 1425 PNT	ID-PAF	Safeway, Bella Vista Rd, McCall - Randy Tuttle CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
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 *: *Desired Item, size, EA/CS/BX.*

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card. 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 MST	ID-CIC EXPD Blk 8	ID-CIC	3 / 3	Band-Aids Strips 3/4", BX	4/16/2006 1000 MST	P/U by Payson R.D.	ID-CIC	ID-CIC	4/16/2006 1425 MST	ID-SCF	Forestry 1st Aid Supply - Ruth Ingles CC					
Travel Mode				Special Needs			Reporting Instructions										

MISC MEDICAL SUPPLIES, one time purchase, consumable
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description *: "PRESCRIPTION" - *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 the agency that issued the credit card. 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 PNT	NV-CNC EXPD Blk 8	NV-CNC	1 / 1	PRESCRIPTION - Insulin, Ea.	4/16/2006 1000 PNT	P/U by Payson R.D.	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-BMD	Smith Pharmacy - Ruth Ingles CC					
Travel Mode				Special Needs For Ryan Pane O-11 - ran out of insulin			Reporting Instructions										

MISC MEDICAL SUPPLIES, non consumable, returnable or service.
ORDER USING: Category: Service Miscellaneous, Catalog Item: Medical, ROSS generates 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 the agency that established the agreement or issued the credit card….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 MST	ID-CIC EXPD Blk 8	ID-CIC	3 / 3	Service - Medical	4/16/2006 1000 MST	Phoenix Hills ICP	ID-CIC	ID-CIC	4/16/2006 1425 MST	ID-IFD	Phoenix Oxygen Supply - Ag# IER0574	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
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										

MOBILE MECHANIC On a DPL in VIPR however is not an Equipment Item. *See example below...*
ORDER USING: Category: Service, Miscellaneous, Catalog Item: Service – Mobile Mechanic, 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 the agency that established the agreement …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 MST	UT-RFC EXPD Blk 8	UT-RFC	**1 / 1**	Service – Mobile Mechanic	4/16/2006 1000 MST	Phoenix Hills ICP	UT-RFC	UT-RFC	4/16/2006 1425 PNT	UT-RID	05 – HIGH DESERT HYDRAULICS – AG-04H1-B-11-7023	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs MECH: CURT BONDURANT			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 the agency that established the agreement or issued the credit card….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 MST	UT-RFC EXPD Blk 8	UT-RFC	**1 / 1**	Service - Newspaper Delivery	4/16/2006 1000 MST	Phoenix Hills ICP	UT-RFC	UT-RFC	4/16/2006 1425 PNT	UT-RID	Richfield Reaper Publishers - Ag# 9572OUR	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
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 MST	UT-RFC EXPD Blk 8	UT-RFC	**5 / 5**	Service - Newspaper Delivery	4/16/2006 1000 MST	Phoenix Hills ICP	UT-RFC	UT-RFC	4/16/2006 1425 MST	UT-FIF	Phoenix Sun - Pat Moore CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
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 if it's a local cache, otherwise the National Cache will fill for you.**

ORDER USING: Category: NFES Supplies, Catalog Item: *Desired Item Number,* ROSS generates a Single S-#, watch screen to see if the item will be mob'd to the Incident Resource screen.

FILL USING: <u>**Fill with Local Purchase.**</u> Enter Cache Identifier, Issue Number in 'Resource Name *" field. **YOU WILL RARELY TRACK ITEMS but watch for those rare occasions.**…see examples or ask CORD.

If an 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 PNT	UT-RFC EXPD Blk 8	UT-RFC	500 / 500	01027, Earplug, Foam, Disposable, PG	4/16/2006 1000 PNT	Jamerson ICP	UT-RFC	UT-RFC	4/16/2006 1425 PNT	ID-EBK	ID-EBK, Issue # 260089 - Substituted NFES 01029, 500 PR					

Travel Mode			Special Needs			Reporting Instructions		

NFES SUPPLIES, REPLACEMENT REQUISITIONS

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 MST	UT-RFC EXPD Blk 8	UT-RFC	12 / 12	00030, Batteries, AA, PG	4/16/2006 1000 MST	Goldfield Admin Site	UT-RFC	UT-RFC	4/16/2006 1425 MST	ID-EBK	ID-EBK - Issue # 260089					

Travel Mode			Special Needs REPLACEMENT REQUISITION Signed by Todd Murry FMO			Reporting Instructions		

NFES SUPPLIES, REPLACEMENT REQUISITIONS FOR NON LOCAL RESOURCES HANDLED BY HOME UNIT. Place order through the cache system and the "Deliver To" is the resources home unit address.

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 MST	UT-RFC EXPD Blk 8	UT-RFC	12 / 12	00030, Batteries, AA, PG	4/16/2006 1000 MST	N/A	UT-RFC	UT-RFC	4/16/2006 1425 MST	ID-EBK	ID-EBK - issue # 260008					

Travel Mode			Special Needs REPLACEMENT REQUISITION for E-4407 UT-CDC (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 the agency that established the agreement or issued the credit card….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 MST	UT-MFC EXPD Blk 8	UT-MFC	1 / 1	Service - Copy Machine Rental	4/16/2006 1000 MST	UT-MFC EXPD	UT-MFC	UT-MFC	4/16/2006 1425 MST	UT-MLF	Copy Co, IKON Mdl 398FX, S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need high volume shredder - Authorized by Joe Smith FMO			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 the agency that established the agreement or issued the credit card….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 MST	UT-MFC EXPD Blk 8	UT-MFC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 MST	Gentle Waters ICP	UT-MFC	UT-MFC	4/16/2006 1425 MST	UT-MLF	Computer Doctor's Joan Bolan CC	D	4/16/2006 1250 MST	4/16/2006 1255MST		
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 MST	UT-MFC EXPD Blk 8	UT-MFC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 MST	Monticello SEAT Base Gt 50	UT-MFC	UT-MFC	4/16/2006 1425 MST	UT-ARP	Copy Co - BPA 12-65	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
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
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 the agency that established the agreement or issued the credit card. 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 MST	UT-MFC EXPD Blk 8	UT-MFC	1 /1	Office Supply - Blue Pens, bx	4/16/2006 1000 MST	Tonto N.F. EXPD	UT-MFC	MT-MFC	4/16/2006 1425 MST	UT-MOD	Office Max - Lane Barnes					
Travel Mode				Special Needs See manifest for desired items. Authorized by K. Feary Center Manager			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 the agency that established the agreement or issued the credit card. 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 MST	UT-CDC EXPD Blk 8	UT-CDC	10 / 10	OIL - Motor 10W 50, quarts, CS	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-CCD	Payson Supply - Bob Mason CC					
Travel Mode				Special Needs Need for use in both Diesel & Gas engines.			Reporting Instructions										

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 the agency that established the agreement or issued the credit card….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 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Pallet Jack Rental, EA	4/16/2006 1000 MST	Jackson Wash R.D.	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Bella Vista Rent All - J. Morrison CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need for one day to rearrange warehouse			Reporting Instructions										

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 the agency that established the agreement or issued the credit card….see examples or ask CORD. We fill with location because it makes it easier to identify the units you want to release/reassign

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 MST	UT-CDC EXPD Blk 8	UT-CDC	3 / 3	Service - Porta Potties	4/16/2006 1000 MST	Williams Gateway MOB Center	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Mannie's Potties - Ag# I8D8R474HE	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need daily service			Reporting Instructions Deliver to the Mob Center 150 North Main.										

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 the agency that established the agreement or issued the credit card….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 MST	UT-CDC EXPD Blk 8	UT-CDC	3 / 3	Service - Propane Delivery	4/16/2006 1000 MST	Black Rock Lookout	UT-CDC	UT-CDC	4/16/2006 1425 MST	AZ-ASD	AmeriGas, St. George, AZ - Judy Blume CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Fill both radio shack and cabin tanks at Mt. Trumbull.			Reporting Instructions										

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.

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 owner of the Radio, is the agency that established the agreement, or issued the credit card….see examples or ask CORD.
Example of: Use of existing local 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 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Radio	4/16/2006 1000 MST	UT-CDC I.A.	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-CCD	UT-CCD - S/N 8874737U	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs UT-CCD 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 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Radio	4/16/2006 1000 MST	UT-CDC I.A.	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-CCD	Bendix King, S/N 857463 - D. Garvey CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need radio for CDC. Authorized by John Smith Line Officer			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 the agency that established the agreement or issued the credit card. 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 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	RADIO - Repair/Replacement	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Home Unit - E4555 - Joe Younger CC					

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 the agency that established the agreement or issued the credit card.…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 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Recycling	4/16/2006 1000 MST	Great Gulch ICP	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-CCD	ABC Recycling - Olive Rupert CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode				Special Needs Need cooking oil removal, at least once per week approx. 30 gal daily, vendor must provide storage containers.		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 the agency that established the agreement….see e
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 MST	UT-UBC EXPD Blk 8	UT-UBC	1 / 1	Service - Road Grading	4/16/2006 1000 MST	Ashley N. F. - SO	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	P. Hertering Excavation - BPA 33-98	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need Harmens Ranch Road Graded due to fire traffic. Need small unit due to culverts.			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 the agency that established the agreement or issued the credit card….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 MST	AZ-PHC EXPD Blk 8	AZ-PHC	1 / 1	Service - Satellite Phone	4/16/2006 1000 MST	AZ-PHC I/A	AZ-PHC	AZ-PHC	4/16/2006 1425 MST	AZ-TNF	WorldCom - # 987-654-0987 - Ag# 49REJR83	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need for LEO secret squirrel operations.			Reporting Instructions										

SERVICE/REPAIRMAN one time Repair/Service Call

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

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card. 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 MST	UT-UBC EXPD Blk 8	UT-UBC	1 / 1	**SERVICE** - Electrical	4/16/2006 1000 MST	Tonto N.F. EXPD	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	Bill's Electrical Service & Supply - L. Monster CC					
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 MST	UT-UBC EXPD Blk 8	UT-UBC	1 / 1	**SERVICE** - Electrical	4/16/2006 1000 MST	Red Hill ICP	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	Bill's Electrical Service & Supply, CC: L. Monster	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need on call electrician at base camp for duration of incident			Reporting Instructions										

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 the agency that established the agreement or issued the credit card. 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 MST	UT-UBC EXPD Blk 8	UT-UBC	72 / 72	**SUPPLY** - Sports Drink, CS	4/16/2006 1000 MST	Vernal SEAT Base Gt 50	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-VLD	Pepsi Cola Bottlers - Vernal, UT - Paul. Murdock CC					
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 the agency that established the agreement or issued the credit card. 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 MST	UT-UBC EXPD Blk 8	UT-UBC	1 / 1	**SERVICE** - Delivery, Sports Drink	4/16/2006 1000 MST	White Horse ICP	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	Pepsi Cola Bottlers - Vernal, UT - BPA 228-885	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Want 5 pallets per day delivered to ICP, quantity may be adjusted as needed. Vary flavors.			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 the agency that established the agreement or issued the credit card. 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 MST	UT-UBC EXPD Blk 8	UT-UBC	1 / 1	TANK, PORTA, 350, GL	4/16/2006 1000 MST	Horesmesa Dip Site	UT-UBC	UT-UBC	4/16/2006 1425 PNT	UT-VLD	Pine VFD - Ag# DKS03498534FDI	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Deliver to Matt Johns at Dip site			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 the agency that established the agreement or issued the credit card….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 MST	UT-UBC EXPD Blk 8	UT-UBC	5 / 5	Service - Voice Line, EA	4/16/2006 1000 MST	UT-UBC EXPD	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	Qwest - Ag#746HD7372H	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
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 MST	UT-UBC EXPD Blk 8	UT-UBC	1 / 1	Service - Voice Line, EA	4/16/2006 1000 MST	UT-UBC EXPD	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-VLD	DexWest - 602-587-9852 - Ag#746HD7372H	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
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
Some dispatch offices in the Northwest classify 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 wear and tear.

FILL USING: Fill with Local Purchase. Enter Vendor Name - Agreement Number in 'Resource Name *" field. Provider is the agency that established the agreement or issued the credit card. 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 MST	UT-CDC EXPD Blk 8	UT-CDC	2 / 2	TIRE - Repair, EA	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-SWS	Big O Tire - Y. Phillips CC					
Travel Mode				Special Needs E-18 right rear duels - Approved by Jill Johnson FMO			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 the agency that established the agreement or issued the credit card. 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 MST	UT-CDC EXPD Blk 8	UT-CDC	2 / 2	SERVICE - Tow Truck, 7500# capacity	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-SWS	Truck Experts Towing - Y. Phillips CC					
Travel Mode				Special Needs For E-18, blew both right rear duels			Reporting Instructions										

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 the agency that established the agreement or issued the credit card. 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 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Misc. Auto, ea.	4/16/2006 1000 PNT	N/A	NV-ECC	NV-ECC	4/16/2006 1425 PNT	UT--GBP	Home Unit - E5788 - Joe Hurl CC					
Travel Mode				Special Needs E-3 (E5788) right side mirror and blind spot. Damaged on fire, approved by IC John Hicks.			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 the agency that established the agreement or issued the credit card. 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 PNT	NV-ECC EXPD Blk 8	NV-ECC	72 / 72	WATER - Bottled, CS	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Albertsons - Ely, NV - Gary Holland CC					
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 the agency that established the agreement or issued the credit card. 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 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Potable Water Delivery	4/16/2006 1000 PNT	White Horse ICP	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Pepsi Cola Bottlers - Ely, NV - P. Murdock CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

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