The following guide and examples have been developed to assist you in ordering and filling the Supply catalog in ROSS in Region 5 Communication Centers. Please take a few minutes to glance through this guide. 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. Currently this means *forcing* some of the information we require into printable fields. 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 Catagory/Catalogue Item. **Region 5 does not use "!Service Not in Catalog" at any time**.
* If you need a service that is not among the selections available, enter the request as NON-NFES Supplies or !Not in Catalog Supplies.
  This gives the dispatcher 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, enter the word "SERVICE" in all caps as the first part to the Item Description.

  This allows the dispatcher to inform ROSS of additional services not in their current catalog.
* Entering the word "Supply" on a NON-NFES Supplies item is optional.
* ROSS does not allow you to edit the "Item Description" field after the resource number has been created.

Special Needs:
* The Region 5 uses the "Special Needs" field for a brief 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.

Region 5 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
* 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.
* 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 ordering 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 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:
* Region 5 will follow the National Standards for Data Entry when filling a request when considered viable.
* The standard guideline shows: ITEM "-" Vendor Name "-" Unique Identifier.
* Since the "Item" already is printing on the left side of the resource order, enter an Item only if it needs additional clarification.
* You will see a few examples of this throughout this guide, MEALS is one of them.

Standard for Data Entry:
Primarily Region 5 requests that the following information be entered into the "Resource Name" field:*

* Enter pertinent information in the "Resource Name" field. Only information in the "Resource Name*" field prints on the resource order.
* Field length is limited to 50 characters. Separate fields using dashes.
  Spaces must be included 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.

Filling a request:
* Region 5 only uses the "Fill with Agreement" and "Fill with Local Purchase" selections.
* Never use "Fill with Requested Item", "Fill with New Resource" or "Fill with Substitution" (exception see below).
* Never "Quick Fill" a resource. See examples later in this guide for examples of the information to be entered in "Resource Assigned" field.

"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").

"Fill with Local Purchase"
* "Tracking" a resource will mob the Resource Assigned to the Incident Resource screen.
* If the "Track" option is not 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:
* Fill using the 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** request**,** 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	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To 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,					
Travel Mode				Special Needs			Reporting Instructions										

Example of Non NFES Supply Substitution:

12 Request 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	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.

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**

ITEM "-" Vendor Name "-" Unique ID (if applicable)

Description: Enter any special info such as Make, Model, S/N. etc..

Agreement numbers can be Agreements, BPA's, EERA's or Credit Card Users. Spaces or dashes not needed if space limited.
Provider is the agency that established the agreement or issued the credit card.

Vendor and Location

Fill with Agreement	
Request S-36 - Service - Garbage/Container/Removal will be filled with:	OK
Resource Name * [ ]	Cancel
Description [ ]	
Agreement Number [ ]	
Provider * [ ] ▼	
Vendor [ ] ▼	

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 (ID-EIC)

	Resource Assigned
Resource Name entered as: DINNER- Tiny' Resturant Payson - 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.*	DINNER-Tiny's Resturant Payson - CC: J. Billings (ID-EIC)

	Resource Assigned
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 (ID-EIC)

Examples of desirable and **non desirable** **request and fills:**

In this example the copier is ordered *incorrectly**, and special needs are not indicated to the BUYT.*
* Fill information: we already know we are getting a copy machine. Wasted 12 characters of the 50 characters allowed.
* Unique identifier: Unclear if the information provided is the model or serial number.
* No indication of the payment method.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	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*

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	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	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need high volume capacity with collate, staple and duplex			Reporting Instructions										

This example shows the results of a "Fill with Request Item". *What info does it supply?*

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	Winimucca 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 "SACK" 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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	SACK - Joe Johnson's, Fairview Dr - 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.										

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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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		Reporting Instructions												
			Need to Extend Utilities and Air Conditioner for 24/7 use in S.O. Conference room for EXPD.														

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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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		Reporting Instructions												
			Needed Ambulance for transport of O-3 to Elko Medical Center, Elko NV														

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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	NV-EIC	NV-EIC	4/16/2006 1425 PNT	NV-HTF	XYZ Business Equip - Jeff	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										

AV-GAS AGREEMENTS...see FUEL

AV-GAS JP4 AGREEMENTS...see FUEL

BAR OIL …see OIL

BLACK WATER REMOVAL for any duration of use.
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies
FILL USING: Fill with Local Purchase.
Enter Vendor Name - Agreement Number in 'Resource Name *" field.
Povider is the agency that established the agreement or issued the credit card. TRACK ITEM IF DESIRED…see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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-EIC EXPD Blk 8	NV-EIC	1 / 1	SERVICE - Black Water Removal	4/16/2006 1000 PNT	Williams Gateway Airport	NV-EIC	NV-EIC	4/16/2006 1425 PNT	NV-HTF	Williams Gateway Service Center - L Burnes CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need to pump black tanks on MAFFS 8 & 11			Reporting Instructions										

BREAKFAST…see MEALS

BUILDING RENTAL/AGREEMENTS…see Facility Rental

CELL PHONE one time Repair/Replacement

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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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 8	ID-SCC	10 / 10	Saw Chain, ea	4/16/2006 1000 MST	N/A	ID-SCC	ID-SCC	4/16/2006 1425 MST	ID-TFD	Payson Supply - Bryan Mason CC					
Travel Mode				Special Needs Model Still 440 , chain Driver Count 91 RSF, Guage .050" Pitch 3/8".			Reporting Instructions										

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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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 -	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
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.
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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	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		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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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

DIESEL FUEL AGREEMENTS...see FUEL

DIESEL/GAS AGREEMENTS...see FUEL

DINNERS...see MEALS

DIP TANK (NON-NFES) …see TANK

DRIP TORCH FUEL...see FUEL

ELECTRICAL SERVICE/REPAIRMAN... see SERVICE/REPAIR

EQUIPMENT INSPECTION SERVICE any duration of use.

ORDER USING: Category: Service - Miscellaneous, Catalog Item: Equipment Inspection
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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Equipment Inspection	4/16/2006 1000 MST	Goldfield Admin Site	UT-CDC	UT-CDC	4/16/2006 1425 PNT	UT-DIF	Reesler Ford, Jim Baynes, Marleen Murdoe CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode	Special Needs Need inspector for 5 contract engines coming in.	Reporting Instructions

EXCAVATION SERVICE for one time use.
ORDER USING: Category: Service - Miscellaneous, Catalog Item: Excavation
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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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-67	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Excavation	4/16/2006 1000 MST	Goldfield Admin Site	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Bell Excavation - Ag# DKO9473JDE	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode			Special Needs Need trench dug for new phone lines.			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 Mulitple 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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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# UX IO0013678	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

FAIRGROUND RENTAL/AGREEMENTS…see Facility Rental

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 Resourcs 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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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 (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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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 FastFax 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 Agreement.
(or Location Name), Agreement Number in 'Resource Name *" field.
is the agency that established the agreement….see examples or ask CORD.

Enter Vendor Name
Provider

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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 Fastfax Mdl 398FX		Reporting Instructions	

FUEL/GAS…SEE FOLLOWING EXAMPLES AND SELECT APPROPRIATE TYPE

FUEL POOL CARDS/GAS CARDS for any duration of use, order as a *Support Request when appropriate.*
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies
Item Description *: FUEL CARD, EA
FILL USING: Fill with Local Purchase.
Enter Vendor Name - Agreement Number in 'Resource Name *" field.
Provider is the agency that issued the credit card. TRACK THIS ITEM…see examples or ask CORD.
If using a Fleet card supply Fleet Services with a copy of the S# and the Requesting Resource #

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	FUEL CARD, EA	4/16/2006 1000 PNT	Cave Creek R.D.	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-ELD	NV-ELD, Fleet Services, - Voyager Card P8765432	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

Travel Mode	Special Needs Need for use with E-4, rental pickup.	Reporting Instructions

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FUEL AGREEMENTS for all types of fuel.
ORDER USING: Category: Service Fuel Delivery, Catalog Item: *Select desired type from drop down men*
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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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 - Fuel Delivery, Diesel/Gas	4/16/2006 1000 PNT	Goldfield Admin Site	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-ELD	Texaco S/W - Ag# KDIW998743	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

Travel Mode	Special Needs Need Diesel and Gas storage tanks filled as	Reporting Instructions

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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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	10 / 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 - Bryce Mason CC					

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

GAS…see Fuel

GATORADE…see Sports Drinks

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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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

GOVERNMENT BLDG RENTAL/AGREEMENT…see Facility Rental

GREY WATER REMOVAL for any duration of use.
ORDER USING: Category: Service Sanitation, Catalog Item: Service - Grey Water Removal
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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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 - Grey Water Removal	4/16/2006 1000 PNT	Goldfield Admin Site	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Bill's Removal Systems - Lynn Burns CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

Travel Mode	Special Needs Need to pump out grey water bladder bags, aprox	Reporting Instructions

HAND WASH STATIONS & SERVICE for any duration of use. ***SPECIAL FILL NEEDS***
ORDER USING: Category: Service Sanitation, Catalog Item: Service - Hand washing Unit
ROSS generates a Separate S-# for each unit ordered, 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….see examples or ask CORD.
We fill with location because it makes it easier to dientify the units you want to release/reassign etc…

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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-LIC EXPD Blk 8	NV-LIC	3 / 3	Service - Hand washing Station	4/16/2006 1000 PNT	Williams Gateway MOB Center	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Just Like Home - Ag# I8D8R474HE	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

Travel Mode	Special Needs Need Double Sinks, units must be weighted down	Reporting Instructions

HEATING SERVICE/REPAIRMAN... see SERVICE/REPAIR

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 CA-LPF. DO NOT TRACK LOW COST ITEMS…see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	Reporting Instructions
	Need Nuts, Bolts, Hinges etc to make up Information Board for ICP. Wood ordered seperately	

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 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.

Release this resource number after you fill it.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	Reporting Instructions
	Need hospital visit for E-4.3 Tom Cruz, dehydration	

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 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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

Travel Mode	Special Needs	Reporting Instructions

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	Bestwestern, Las Vegas, NV - P. Jones CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

Travel Mode	Special Needs	Reporting Instructions
	Need hotel room for E-3 crew, for duration of stay, they are not self sufficient. Names: Joe Martin, Bill Hadley, will double up.	

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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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	Reporting Instructions
	Large size bags	

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	Ordered	From	To	Qty R/A	Resource	Needed	Deliver To	From Unit	To 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 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	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	Reporting Instructions

LAND USE AGREEMENT/RENTAL …see Facility Rental

LAUNDRY SERVICE, local
ORDER USING: Category: Service - Miscellaneous
Catalog Item: Laundry Service
ROSS generates a Single S-#, Track request if desired.
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	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 - Laundry Service	4/16/2006 1000 PNT	Yellow Tree ICP	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-BMD	Payson Wash House - Ag# 0E04Y7U5RH	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

Travel Mode	Special Needs	Reporting Instructions
	Need vendor to p/u and return laundry. Same day service, Nomex MUST be washed separately from civilian cloths.	

LAUNDRY SERVICE, in camp contractor See CORD or Center Manager to order.

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 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	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. Beach CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

Travel Mode	Special Needs	Reporting Instructions
	Need vending truck daily for MAFF"s personnel support. They will pay for their own food.	

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	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	Reporting Instructions
	Need local caterer for feeding inmate crews till mop up is complete, aprox 7-10 days. See Food Service Request Form	

LUNCH, DINE-IN OR SACK see MEALS

LUMBER, Due to its' high cost lumber is ordered seperately 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	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.

12 Request 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	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 - Arizonia 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.

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 Local Purchase.
Enter Vendor Name - Agreement Number in 'Resource Name *" field.
Provider is the agency that established the agreement or issued the credit card.

12 Request 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 - Cole Younger CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode			Special Needs 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		Reporting Instructions 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 Local Purchase.
Enter Vendor Name - Agreement Number in 'Resource Name *' field.
Provider is the agency that established the agreement or issued the credit card.
NOTE: In this case a Conference/Meeting Room with lunch included might be more appropriate.

12 Request 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 - Hal Toulder CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode	Special Needs	Reporting Instructions
	LUNCH, DINE IN - for after exit briefing in Fountain Hills	

MEALS…cont…

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 Local Purchase.
Enter Vendor Name - Agreement Number in 'Resource Name *' field.
Provider is the agency that established the agreement or issued the credit card.

12 Request 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 - Elaine Peters CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode	Special Needs	Reporting Instructions
	SACK LUNCH for C-2 & C-3, must be double lunched.	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
SPECIAL NEEDS: Document Type, who it is for and duration if not a one time order.
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.

12 Request 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	Jake's BBQ House - Thunder Runder CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode	Special Needs	Reporting Instructions
	DINNER for E4408 (E-3), See food Form, in Cave Creek area, not self sufficient	Must be to Red Draw Staging no later than 0600 for heli shuttle.

MEETING ROOM RENTALS (AGREEMENTS) …see Facility Rental

MISC BUILDING/LAND RENTALS (AGREEMENTS) …see Facility Rental

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 to varied order individually using Non NFES Supplies.
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.

12 Request 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	Reporting Instructions
	Need 2 cs each apples, pears, oranges, bananas, peaches.	

MISC MEDICAL SUPPLIES, one time purchase, consumable
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies
Item Description *: "MEDICAL" - *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

12 Request 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	MEDICAL - 3/4" Bandade Strips, 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 *: "PERSCRIPTION" - *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 established the agreement or issued the credit card.   DO NOT TRACK ITEM

12 Request 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	PERSCRIPTION - Insilin, 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	Reporting Instructions
	For Ryan Pane O-11 - ran out of insulin	

MISC MEDICAL SUPPLIES, non consumable, returnable or service.
ORDER USING: Category: Service Miscellaneous, Catalog Item: Medical
SPECIAL NEEDS: Note items/service desired, ex.. Oxygen containers with face masks
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

12 Request 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	Reporting Instructions
	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	

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 Local Purchase.
Enter Vendor Name - Agreement Number in 'Resource Name *' field.
Provider is the agency that established the agreement or issued the credit card.
Release this resource number after you fill it unless longer use is desired.

12 Request 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	Reporting Instructions
	Need 5 copies of ea, Phoenix Sun, Tribune & Mesa Sun City each day, till further notice.	

12 Request 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	Reporting Instructions
	Need today's Phoenix Sun	

NFES SUPPLIES, ALL, **YOU WILL <u>ONLY</u> USE THE "FILL WITH LOCAL PURCHASE" OPTION.**
ORDER USING: Category: NFES Supplies, Catalog Item: *Desired Item Number*
ROSS generatesa 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 and item is substituted enter the information in the description block while filling the order.

12 Request 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, Dispoable, 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** FOR CA-LPF RESOUR

12 Request 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	UT-RFC			38823 1000 MST		UT-RFC	UT-RFC	38823 1425 MST	ID-EBK						

Travel Mode			Special Needs		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	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 - issute # 260008					

Travel Mode		Special Needs	Reporting Instructions		
		REPLACEMENT REQUISITION for E-4407 UT-CDC (E-4)to be filled at home unit.			

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	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	Reporting Instructions
	Need high volume shredder - Authorized by Joe Smith FMO	

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	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	Reporting Instructions
	Need IMET's laptop cleaned due to dust storm.	

12 Request 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	Reporting Instructions

OFFICE SUPPLIES, generally low cost misc items, Manifested
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies
Item Description *: 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	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	Misc Office Supplies	4/16/2006 1000 MST	Manti LaSal N.F. - EXPD	UT-MFC	UT-MFC	4/16/2006 1425 MST	UT-MLF	S-3 - Subordinate Orders					

Travel Mode	Special Needs	Reporting Instructions
	See manifest for desired items	

OFFICE SUPPLIES, generally low cost misc items, not Manifested
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	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	Reporting Instructions
	See manifest for desired items. Authorized by K. Feary Center Manager	

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	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 10W50, 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	Reporting Instructions
	Need for use in both Diesel & Gas engines.	

OTHER TYPES OF FUEL AGREEMENTS...see FUEL

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	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	Reporting Instructions
	Need for one day to rearrange warehouse	

PHONES …see Cell Phones, Voice Lines and Satellite Phones

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 etc.

12 Request 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	Just Like Home - Mob Center - Ag# I8D8R474HE	M	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode	Special Needs: Need daily service	Ddelivery Location: Deliver to the Mob Center 150 North Main.

PORTA TANK (NON-NFES) …see TANK

POTABLE WATER DELIVERY…see WATER.

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	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	Mt. Ord 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.	Reporting Instructions

PLUMBING SERVICE/REPAIRMAN... see SERVICE/REPAIR

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.

ALSO SEE SATELLITE RADIOS...

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	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	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	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	Reporting Instructions
	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.	

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	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	Reporting Instructions
	Need cooking oil removal, at least once per week aprox 30 gl daily, vendor must provide storage containers.	

REFRIGERATED BUILDING RENTAL/AGREEMENT…see Facility Rental

REFRIGERATION SERVICE for any duration of use.
ORDER USING: Category: Service Miscellaneous, Catalog Item: Service - Refrigeration
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	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 - Refrigeration	4/16/2006 1000 MST	Dixie N. F. - SO	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Jim's Refrigeration & Repair - Y. Younger CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode	Special Needs	Reporting Instructions
	Need service/repair to icemaker in warehouse	

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 examples or ask CORD.
Release this resource number after you fill it unless longer use is desired.

12 Request 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	Reporting Instructions
	Need Harmens Ranch Road Graded due to fire traffic. Need small unit due to culverts.	

SACK LUNCHES…see Meals

SANITATION NEEDS, MISC for any duration of use. Other than those listed in Catalog.
ORDER USING: Category: Service Sanitation, Catalog Item: Service - *Porta Potties/Service*
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	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	3 / 3	Service - Sanitary Other	4/16/2006 1000 MST	Horse Head Mesa T.H.	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	Bill's Honey Wagon - BPA 93-09	M	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode	Special Needs	Reporting Instructions
	Need all outhouses pumped	

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	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	Reporting Instructions
	Need for LEO secret squirrel operations.	

SATELLITE RADIO for any duration of use.
ORDER USING: Category: Service Communication, Catalog Item: Service - Satellite 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 CA-XXX….see examples or ask CORD.

12 Request 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	AZ-PHC EXPD Blk 8	AZ-PHC	1 / 1	Service - Satellite Radio	4/16/2006 1000 PNT	AZ-PHC I/A	AZ-PHC	AZ-PHC	4/16/2006 1425 PNT	AZ-TNF	WorldCom, S/N 8373UY7, Ag# 49REJR83	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		

Travel Mode	Special Needs	Reporting Instructions
	Need for LEO secret squirrel operations.	

SAW GAS...see FUEL

SAW OIL...see OIL

SERVICE/REPAIRMAN one time Repair/Service Call
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies
Item Description *: SERVICE - *Desired Service (ie 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	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	Reporting Instructions
	Need electrician to run 5 power lines for rental	

Example of: Extend duration of use or On Call resource

12 Request 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	Reporting Instructions
	Need on call electrician at base camp for duration of incident	

SCHOOL FACILITY RENTAL/AGREEMENT…see Facility Rental

SHOWER FACILITY RENTAL/AGREEMENT…see Facility Rental

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	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:	Reporting Instructions
	Need 1 pallet, case count can be adjusted dependent on size of bottles, assorted flavors if possible.	

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

TABLE OR CHAIR Purchase

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies
Item Description *: TABLE - Folding, 10' x 3', 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. Ask CORD if you should TRACK THIS ITEM…see examples or ask CORD.

12 Request 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	TABLE - Folding, 10' x 3', EA	4/16/2006 1000 MST	Ashley N.F. EXPD	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-VLD	Sam's Club - Trisha Youngblood CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode	Special Needs	Reporting Instructions
	Needed for BUYT	

TABLE OR CHAIR Rental

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 - 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	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 MST	UT-UBC EXPD Blk 8	UT-UBC	10 / 10	Service - Office Equipment Other	4/16/2006 1000 MST	Ashely N.F. EXPD	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-VLD	XYZ Business Equip. - Jason Peters CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode	Special Needs	Reporting Instructions
	Need 10' x 3', large size folding tables - Need for	

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	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	Reporting Instructions
	Deliver to Matt Johns at Dip site	

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	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	Reporting Instructions
	Need additional Telephone lines for BUYT use.	

12 Request 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	Reporting Instructions
	Need additional Telephone lines for BUYT use.	

TIRE REPAIR or REPLACEMENT
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies
Item Description *: TIRE - Repair or Replacement, EA

The Region 5 classes 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 ware 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	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	Reporting Instructions
	E-18 right rear duels - Approved by Jill Johnson	

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	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	Reporting Instructions
	For E-18, blew both right rear duels	

VEHICLE MOTOR OIL…see OIL

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	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	Reporting Instructions
	E-3 (E5788) right side mirror and blind spot.	

VEHICLE REPAIR…misc
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies
Item Description *: Vehicle Repair
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	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	2 / 2	Vehicle Repair - WT1942 NV-HTF	4/16/2006 1000 PNT	N/A	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-ELD	Wilford Ford, BPA 14 76					

Travel Mode	Special Needs	Reporting Instructions
	E-7 (BLM WT1942), starting problems	

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	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… service
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	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

WOOD, see Hardware