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 Category/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 moving 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 the "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:

<table>
<thead>
<tr>
<th>12</th>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Qty R/A</th>
<th>Resource Requested</th>
<th>Needed Date/Time</th>
<th>Deliver To</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit ID</th>
<th>Resource Assigned</th>
<th>M/D Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-3</td>
<td>4/16/2006 1412 MST</td>
<td>01-UBC EXPD Blk 6</td>
<td>0107</td>
<td>0200</td>
<td>200</td>
<td>0107. Earplug, Disposable, P0</td>
<td>4/16/2006 1000 MST</td>
<td>Jamerson ICP</td>
<td>01-UBC</td>
<td>01-UBC</td>
<td>4/16/2006 1425 MST</td>
<td>UT-ASF</td>
<td>Issue # 260089, Substitution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Travel Mode
Special Needs
Reporting Instructions

Example of Non NFES Supply Substitution:

<table>
<thead>
<tr>
<th>12</th>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Qty R/A</th>
<th>Resource Requested</th>
<th>Needed Date/Time</th>
<th>Deliver To</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit ID</th>
<th>Resource Assigned</th>
<th>M/D Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

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

**Examples of proper fill information:**

<table>
<thead>
<tr>
<th>Resource Name entered as:</th>
<th>Resource Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornel &amp; Maria Isfan - BPA 12-40</td>
<td>Cornel &amp; Maria Isfan - BPA 12-40 (ID-EIC)</td>
</tr>
</tbody>
</table>

- (ID-EIC is generated automatically and is not part of your 50 character limit.)

<table>
<thead>
<tr>
<th>Resource Name entered as:</th>
<th>Resource Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>DINNER- Tiny’s Resturant Payson - CC: J. Billings</td>
<td>DINNER- Tiny’s Resturant Payson - CC: J. Billings (ID-EIC)</td>
</tr>
</tbody>
</table>

- (ID-EIC is generated automatically and is not part of your 50 character limit.)

- NOTE: Due to field length we have eliminated some spaces.

<table>
<thead>
<tr>
<th>Resource Name entered as:</th>
<th>Resource Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>CopyCo - S/N 8763209 - Ag# 6524SF2F21F</td>
<td>CopyCo, S/N 8763209, Ag# 6524SF2F21F (ID-EIC)</td>
</tr>
</tbody>
</table>

- (ID-EIC is generated automatically and is not part of your 50 character limit.)

- Description will contain: IBM ColorMaster 400, S/N 8763209
### 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.

* **Unique identifier:** Unclear if the information provided is the model or serial number.
* **No indication of the payment method.**

<table>
<thead>
<tr>
<th>12 Request Number</th>
<th>Ordered From</th>
<th>To</th>
<th>Qty R/A</th>
<th>Resource Needed</th>
<th>Deliver To From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit ID</th>
<th>Resource Assigned</th>
<th>M/D Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

**Travel Mode:** Special Needs

**Special Needs Reporting Instructions:** Must be to Red Draw Staging no later than 0600 for heli shuttle.

<table>
<thead>
<tr>
<th>12 Request Number</th>
<th>Ordered From</th>
<th>To</th>
<th>Qty R/A</th>
<th>Resource Needed</th>
<th>Deliver To From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit ID</th>
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<th>Estimated Time Of Arrival</th>
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</table>

**Travel Mode:** Special Needs

**Special Needs Reporting Instructions:** Need high volume capacity with collate, staple and duplex capability.

<table>
<thead>
<tr>
<th>12 Request Number</th>
<th>Ordered From</th>
<th>To</th>
<th>Qty R/A</th>
<th>Resource Needed</th>
<th>Deliver To From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit ID</th>
<th>Resource Assigned</th>
<th>M/D Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
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</tr>
</thead>
</table>

**Travel Mode:** Special Needs

**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.

<table>
<thead>
<tr>
<th>12 Request Number</th>
<th>Ordered From</th>
<th>To</th>
<th>Qty R/A</th>
<th>Resource Needed</th>
<th>Deliver To From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit ID</th>
<th>Resource Assigned</th>
<th>M/D Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

**Travel Mode:** Special Needs

**Special Needs Reporting Instructions:** SACK LUNCH for C-2 & C-3, must be double lunched.
### AIR CONDITIONING OR UTILITIES

**ORDER USING:** Category: Service - Facility Rental, Catalog Item: Service - Other Facility Rental

**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.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered</th>
<th>From</th>
<th>To</th>
<th>Qty</th>
<th>R/A</th>
<th>Resource</th>
<th>Needed</th>
<th>Deliver To</th>
<th>Assigned</th>
<th>Assigned Ind</th>
<th>Resource</th>
<th>Assigned Time/Date</th>
<th>Resource</th>
<th>Assigned M/D</th>
<th>Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-1</td>
<td>4/16/06 1412 MST</td>
<td>UT-CDC EXPD Blk B</td>
<td>UT-CDC</td>
<td>1 / 1</td>
<td>Service - Other Facility Rental</td>
<td>4/16/2006 1000 MST</td>
<td>Dixie NF/ S/O</td>
<td>UT-CDC</td>
<td>UT-CDC</td>
<td>4/16/2006 1425 MST</td>
<td>UT-DIF</td>
<td>Cornel &amp; Madsen - BPA 12</td>
<td>4/16/2006</td>
<td>1250 MST</td>
<td>4/16/2006 1255 MST</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Travel Mode:** Special Needs

**Report:** Needed Ambulance for transport of O-3 to Elko Medical Center, Elko NV

### AMBULANCE

**ORDER USING:** Equipment Catalog

**ORDER USING:** Category: Service - Miscellaneous, Catalog Item: Medical

**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.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered</th>
<th>From</th>
<th>To</th>
<th>Qty</th>
<th>R/A</th>
<th>Resource</th>
<th>Needed</th>
<th>Deliver To</th>
<th>Assigned</th>
<th>Assigned Ind</th>
<th>Resource</th>
<th>Assigned Time/Date</th>
<th>Resource</th>
<th>Assigned M/D</th>
<th>Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

**Travel Mode:** Special Needs

**Report:** Needed Ambulance for transport of O-3 to Elko Medical Center, Elko NV

### Reporting Instructions

- **AMBULANCE**
  - Use for extended duration of use.
  - One time use to transport injured resource.

- **AIR CONDITIONING OR UTILITIES**
  - Use for extended duration of use.
  - Provides needed ambulances and air conditioner for 24/7 use in S.O.
  - Conference room for EXPD.

- **S-5**
  - Use for extended duration of use.
  - Provides needed ambulances and air conditioner for 24/7 use in S.O.
  - Conference room for EXPD.

- **S-1**
  - Use for extended duration of use.
  - Provides needed ambulances and air conditioner for 24/7 use in S.O.
  - Conference room for EXPD.

- **AMBULANCE**
  - One time use to transport injured resource.

- **AIR CONDITIONING OR UTILITIES**
  - Provides needed ambulances and air conditioner for 24/7 use in S.O.
  - Conference room for EXPD.

- **S-5**
  - Provides needed ambulances and air conditioner for 24/7 use in S.O.
  - Conference room for EXPD.

- **S-1**
  - Provides needed ambulances and air conditioner for 24/7 use in S.O.
  - Conference room for EXPD.
<table>
<thead>
<tr>
<th>T2 Request Number</th>
<th>Ordered Date</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Qty/R/A</th>
<th>Resource Needed</th>
<th>Delivered To</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit ID</th>
<th>Resource Assigned</th>
<th>M/O</th>
<th>Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released</th>
<th>Released</th>
<th>M/D</th>
<th>Date/Time Assigned</th>
<th>Assigned Ind Time Of Date Assigned</th>
<th>R/A Date/Time Assigned</th>
</tr>
</thead>
</table>

### Travel Mode
- Special Needs: Need a PowerPoint projector and P.A. system for public briefing.
- Reporting Instructions

### Special Needs Reporting Instructions
- 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 Resource
- Release this resource number after you fill it unless longer use is desired.

#### 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.
- Provider is the agency that established the agreement or issued the credit card. TRACK ITEM IF DESIRED... see examples or ask CORD.

### Release Resource
- Release this resource number after you fill it unless longer use is desired.
### REGION 5 DATA ENTRY STANDARD FOR SUPPLIES

#### 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.**

<table>
<thead>
<tr>
<th>12</th>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>Resource</th>
<th>Needed Date/Time</th>
<th>Assigned Resource</th>
<th>Assigned Unit ID</th>
<th>Resource Assigned</th>
<th>M/D Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

**Travel Mode** Special Needs

**Reporting Instructions**

**COMPUTER RENTAL,** for any duration of use.

**ORDER USING:** Category: Service Office Support, Catalog Item: Service - Computer Rental

**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.**

**Enter the Serial #'s or ID #'s from monitor, cables, keypads etc in the Documentation box so this information will transfer to any reassignments.**

<table>
<thead>
<tr>
<th>12</th>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>Resource</th>
<th>Needed Date/Time</th>
<th>Assigned Resource</th>
<th>Assigned Unit ID</th>
<th>Resource Assigned</th>
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<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

**Travel Mode** Special Needs

**Reporting Instructions**

**Need laptop computer for use by BUYT**
**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.

**COPY MACHINE SERVICE/REPAIR** one time Repair/Service Call

ORDER USING: Category: Service Office Support, Catalog Item: Office Machine Repair

**COPY MACHINE PRINT CARTRIDGE** or other parts not covered by agreement.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Item Not in Catalog Supplies

Item Description*: Printer Cartridge, Black*, EA

**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 Local Purchase. Enter Vendor Name - Serial #, 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.

**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.

**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.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Qty</th>
<th>R/A</th>
<th>Resource</th>
<th>Ordered Date/Time</th>
<th>Assigned Date/Time</th>
<th>Estimated Time Of Departure</th>
<th>Resource Assigned</th>
<th>Assigned Unit ID</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Assigned Unit ID</th>
<th>MV Ind</th>
<th>MV Ind</th>
<th>Estimated Time Of Arrival</th>
<th>Estimated Time Of Arrival</th>
<th>Released To</th>
<th>Released To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S-3</strong></td>
<td>4/16/2006 1412 PNT</td>
<td>NV-ECC</td>
<td>EXPD</td>
<td>2</td>
<td>2</td>
<td>Print Cartridge, Black, EA</td>
<td>NV-ECC</td>
<td>4/16/2006 1000 PNT</td>
<td>NV-ECC</td>
<td>4/16/2006 1425 PNT</td>
<td>NV-ECC</td>
<td>12-65</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Needs

Need high volume capacity with collate, staple and duplex capability.

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-#, 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.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From Unit ID</th>
<th>To Unit ID</th>
<th>Qty</th>
<th>Resource Needed</th>
<th>Resource Assigned</th>
<th>M/D</th>
<th>M/O</th>
<th>Assigned</th>
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<th>Released To</th>
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</thead>
</table>

**Special Needs Reporting Instructions**

- Need additional data lines for BUYT use.

### 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-#, 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.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From Unit ID</th>
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<th>Qty</th>
<th>Resource Needed</th>
<th>Resource Assigned</th>
<th>M/D</th>
<th>M/O</th>
<th>Assigned</th>
<th>Estimated Time of Departure</th>
<th>Estimated Time of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

**Travel Mode**

- Special Needs
- Need inspector for 5 contract engines coming in.

**Reporting Instructions**
## EXCAVATION SERVICE

**ORDER USING:** Category: Service - Miscellaneous, Catalog Item: Excavation

**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.

### FACILITY RENTAL (AGREEMENTS)...see ROSS for listing

**ORDER USING:** Category: Service Facility Rental, Catalog Item: Service - Select from ROSS, example shows Dormitory/Barracks Rental

ROSS generates Multiple S-#'s, resource mobs to Incident Resources screen.

**FILL USING:** Fill with Agreement.

Enter Vendor Name (or Location Name), Agreement Number in ‘Resource Name” field.

Provider is the agency that established the agreement....see examples or ask CORD.

---

### Table Data

<table>
<thead>
<tr>
<th>Request Number</th>
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<th>From Unit</th>
<th>To Unit</th>
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</table>

**Travel Mode**

Special Needs

**Reporting Instructions**

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**Travel Mode**

Special Needs

**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
FILL USING: Fill with Agreement. Provider is the agency that established the agreement...see examples or ask CORD.

<table>
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<tr>
<th>Request Number</th>
<th>Ordered From</th>
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</tr>
</thead>
</table>

Travel Mode: Special Needs
Reporting Instructions: Need high volume capability.

FAX MACHINE SERVICE/REPAIR one time Repair/Service Call
ORDER USING: Category: Service Office Support, Catalog Item: Office Machine Repair
FILL USING: Fill with Agreement. Provider is the agency that established the agreement...see examples or ask CORD.

<table>
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<tr>
<th>Request Number</th>
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<th>Released To</th>
</tr>
</thead>
</table>

Travel Mode: Special Needs
Reporting Instructions: Need high volume capability.

FAX MACHINE TONER CARTRIDGE or other parts not covered by agreement.
ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies
FILL USING: Fill with Agreement. Provider is the agency that established the agreement...see examples or ask CORD.

<table>
<thead>
<tr>
<th>Request Number</th>
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</thead>
</table>

Travel Mode: Special Needs
Reporting Instructions: Need service call on FastFax 400, crumples paper.

FUEL/GAS...SEE FOLLOWING EXAMPLES AND SELECT APPROPRIATE TYPE

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
FILL USING: Fill with Agreement. Provider is the agency that established the agreement...see examples or ask CORD.

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</thead>
</table>

Travel Mode: Special Needs
Reporting Instructions: Need high volume capability.

FAX MACHINE SERVICE/REPAIR one time Repair/Service Call
ORDER USING: Category: Service Office Support, Catalog Item: Office Machine Repair
FILL USING: Fill with Agreement. Provider is the agency that established the agreement...see examples or ask CORD.

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</table>

Travel Mode: Special Needs
Reporting Instructions: Need high volume capability.

FAX MACHINE TONER CARTRIDGE or other parts not covered by agreement.
ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies
FILL USING: Fill with Agreement. Provider is the agency that established the agreement...see examples or ask CORD.

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Travel Mode: Special Needs
Reporting Instructions: Need service call on FastFax 400, crumple paper.
### 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 # and the Requesting Resource #**

#### Reporting Instructions

```markdown
| 12 From To Qty Assigned Resource M/D Estimated Released Released |
|-----------------|-----------------|-------------------|-----------------|
| Request R/A Date/Time Assigned Assigned Ind Time Of Date To |
| Number Unit ID Departure Arrival |
| 1412 PNT 1000 PNT 1425 PNT 1250 PNT 1255 PNT |
```

### FUEL AGREEMENTS

For all types of fuel.

**ORDER USING:** Category: Service Fuel Delivery, Catalog Item: Select desired type from drop down men

**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.

#### Reporting Instructions

```markdown
| 12 From To Qty Assigned Resource M/D Estimated Released Released |
|-----------------|-----------------|-------------------|-----------------|
| Request R/A Date/Time Assigned Assigned Ind Time Of Date To |
| Number Unit ID Departure Arrival |
| 1412 PNT 1000 PNT 1425 PNT 1250 PNT 1255 PNT |
```

### 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.

#### Reporting Instructions

```markdown
| 12 From To Qty Assigned Resource M/D Estimated Released Released |
|-----------------|-----------------|-------------------|-----------------|
| Request R/A Date/Time Assigned Assigned Ind Time Of Date To |
| Number Unit ID Departure Arrival |
| 1412 PNT 1000 PNT 1425 PNT 1250 PNT 1255 PNT |
```
**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)

**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.

<table>
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<tr>
<th>Request Number</th>
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<th>From</th>
<th>To</th>
<th>Qty/R/A</th>
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**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

**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.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date</th>
<th>From</th>
<th>To</th>
<th>Qty/R/A</th>
<th>Resource Needed</th>
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### HAND WASH STATIONS & SERVICE

*For any duration of use.***SPECIAL FILL NEEDS***

**ORDER USING:** Category: Service Sanitation, Catalog Item: Service - Hand washing Unit

**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 identify the units you want to release/reassign etc.

<table>
<thead>
<tr>
<th>Request Number</th>
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<th>From</th>
<th>To</th>
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</tr>
</thead>
</table>
### HEATING SERVICE/REPAIRMAN...

*see SERVICE/REPAIR*

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

**ORDER USING**: Category: NON-NFES Supplies, Catalog Item: Misc Hardware

**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.**

<table>
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<tr>
<th>Request Number</th>
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</thead>
<tbody>
<tr>
<td>S-3</td>
<td>4/16/2006 1412 PNT</td>
<td>NV-LIC</td>
<td>1 / 1</td>
<td>NV-LIC</td>
<td>Home Depot - Lloyd Johanson CC</td>
<td>1250 PNT</td>
<td>1255 PNT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S-6</td>
<td>4/16/2006 1412 PNT</td>
<td>NV-LIC</td>
<td>1 / 1</td>
<td>NV-LIC</td>
<td>Beaverton, Las Vegas, NV - P. Jones CC</td>
<td>1250 PNT</td>
<td>1255 PNT</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Travel Mode**: Special Needs

*Special Needs Reporting Instructions*

- Hotel/Motel Rooms for any duration.

**ORDER USING**: Category: Service - Lodging

**Catalog Item**: Lodging

**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.**

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</thead>
<tbody>
<tr>
<td>S-5</td>
<td>4/16/2006 1412 PNT</td>
<td>NV-LIC</td>
<td>3 / 3</td>
<td>NV-LIC</td>
<td>Las Vegas</td>
<td>1250 PNT</td>
<td>1255 PNT</td>
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<td>4/16/2006 1412 PNT</td>
<td>NV-LIC</td>
<td>1 / 1</td>
<td>NV-LIC</td>
<td>NV-LAP</td>
<td>1250 PNT</td>
<td>1255 PNT</td>
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</tr>
</tbody>
</table>

**Travel Mode**: Special Needs

*Travel Mode Reporting Instructions*

- Hospital Visit for any duration.

**ORDER USING**: Category: Service - Miscellaneous, Catalog Item: Medical

**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.**

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</table>

**Travel Mode**: Special Needs

*Special Needs Reporting Instructions*

- Hotel/Motel Rooms for any duration.

**ORDER USING**: Category: Service - Meals/Food - Lodging

**Catalog Item**: Lodging

**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.**

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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Travel Mode**: Special Needs

*Special Needs Reporting Instructions*
### ICE (BAGGED), one time purchase

**ORDER USING:** Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies  
**Item Description:** ICE - BAGGED, BG  
**FILL USING:** Fill with Local Purchase.  
**Provider:** The agency that established the agreement or issued the credit card. DO NOT TRACK ITEM...see examples or ask CORD.

<table>
<thead>
<tr>
<th>Request Number</th>
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<th>To</th>
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<th>R/A</th>
<th>Resource Needed</th>
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</table>

**Travel Mode:** Special Needs  
**Reporting Instructions:**

---

### ICE (BLOCK), one time purchase

**ORDER USING:** Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies  
**Item Description:** ICE - BLOCK, EA  
**FILL USING:** Fill with Local Purchase.  
**Provider:** The agency that established the agreement or issued the credit card. DO NOT TRACK ITEM...see examples or ask CORD.

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<thead>
<tr>
<th>Request Number</th>
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</tr>
</thead>
</table>

**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  
**FILL USING:** Fill with Local Purchase.  
**Provider:** The agency that established the agreement or issued the credit card. ...see examples or ask CORD.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Qty</th>
<th>R/A</th>
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</table>

**Travel Mode:** Special Needs  
**Reporting Instructions:**

---

**ICE - BLOCK, one time purchase**

**ORDER USING:** Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies  
**Item Description:** ICE - BLOCK, EA  
**FILL USING:** Fill with Local Purchase.  
**Provider:** The agency that established the agreement or issued the credit card. DO NOT TRACK ITEM...see examples or ask CORD.

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<tr>
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</table>

**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  
**FILL USING:** Fill with Local Purchase.  
**Provider:** The agency that established the agreement or issued the credit card. ...see examples or ask CORD.

<table>
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**Travel Mode:** Special Needs  
**Reporting Instructions:**
## LAND USE AGREEMENT/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.

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**LAUNDRY SERVICE, in camp contractor See CORD or Center Manager to order.**  
**ORDER USING:** Category: Service - Meals/Food - Lodging  
**Catalog Item:** Food Catering  
ROSS generates a Single S-#. Track request 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.

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**ORDER USING:** Category: Service - Meals/Food - Lodging  
**Catalog Item:** Food Catering  
ROSS generates a Single S-#. Track request 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.

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**LUNCH, DINE-IN OR SACK** see MEALS
**LUMBER**, Due to the high cost lumber is ordered separately from MISC HARDWARE parts.

<table>
<thead>
<tr>
<th>Request Number</th>
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**MAPS, any kind**

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**MEALS...see examples below for desired meal.**

**MEALS, BREAKFAST** dine-in or carry out. ***SPECIAL FILL NEEDS***

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**Travel Mode**
- **Special Needs**
- Reporting Instructions
### 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:** If this was a Conference/Meeting Room with lunch included might be more appropriate.

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**Travel Mode Reporting Instructions:**

LUNCH, DINE IN - for after end briefing in Fountain Hills

### 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.

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**Travel Mode Reporting Instructions:**

SACK LUNCH for C-2 & C-3, must be double lunched.

### 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.

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**Travel Mode Reporting Instructions:**

DINNER for E4408 (E-3), See food Form, in Cave Creek area, not self sufficient

### 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

**SPECIAL NEEDS:** Note items desired, others... 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.

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**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.

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**Travel Mode Reporting Instructions**

- MEDICAL - 3/4" Bandage Strips, BX
- P/U by Payson R.D. Forestry 1st Aid Supply - Ruth Angle CC

**Special Needs**

- Box 2 of each: apples, pears, oranges, bananas, peaches.

**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.

**ORDER USING:** Category: Service - Meals/Food - Lodging
Catalog Item: Groceries/Sundries

**SPECIAL NEEDS:** Note items desired, others... 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.

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### MISC MEDICAL SUPPLIES

**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.

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**Panel Mode:** Special Needs

**Reporting Instructions:**

- Due to heavy smoke & pollution oxygen is to be used by all personnel for 30 minutes per day.
- Need 12 oxygen tanks and breathing masks for 500 firefighters every day till further notice.

### NEUROPSYCHOLOGICAL EXAM SERVICES

**ORDER USING:** Category: Service Miscellaneous, Catalog Item: Non Consumable, non returnable or service.

**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.

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**Panel Mode:** Special Needs

**Reporting Instructions:**

- For Ryan Pane O-11 - ran out of insulin

### NEWSPAPER DELIVERY SERVICE

**ORDER USING:** Category: Service Delivery, Catalog Item: Newspaper Delivery

**SPECIAL NEEDS:** Note items/service desired, ex. Phoenix Sun

**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.**

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 REGION 5  DATA ENTRY STANDARD FOR SUPPLIES

NFES SUPPLIES, ALL, YOU WILL ONLY USE THE "FILL WITH LOCAL PURCHASE" OPTION.

ORDER USING: Category: NFES Supplies, Catalog Item: Desired Item Number
ROSS generates Single S-#, watch screen to see if the item will be mob'd to the Incident Resource screen.
YOU WILL RARELY TRACK ITEMS but watch for those rare occasions… see examples or ask CORD.

If an item is substituted enter the information in the description block while filling the order.

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Travel Mode Special Needs
Reporting Instructions

NFES SUPPLIES, REPLACEMENT REQUISITIONS FOR CA-LPF RESOURCES

DELIVER TO:

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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.

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Travel Mode Special Needs
Reporting Instructions
### OFFICE EQUIPMENT RENTAL

**ORDER USING:** Category: Service Office Support, Catalog Item: Service - Office Equipment Other

FILL USING: Fill with Agreement.

- **Provider:** is the agency that established the agreement or issued the credit card. See examples or ask CORD.

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### OFFICE MACHINE REPAIR, SERVICE OR CLEANING

**ORDER USING:** Category: Service Office Support, Catalog Item: Service - Office Machine Repair

FILL USING: Fill with Agreement.

- **Provider:** is the agency that established the agreement or issued the credit card. See examples or ask CORD.

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### OFFICE SUPPLIES, generally low cost misc items, Manifested

**ORDER USING:** Category: NON-NFES Supplies, Catalog Item: Misc Office Supplies

FILL USING: Fill with Local Purchase.

- **Provider:** is the agency that established the agreement or issued the credit card. DO NOT TRACK LOW COST ITEMS...see examples or ask CORD.

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**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 USIMG: 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.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Qty</th>
<th>R/A</th>
<th>Resource Requested</th>
<th>Needed Date/Time</th>
<th>Deliver To Unit</th>
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<th>Assigned Date/Time</th>
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</tr>
</thead>
</table>

**OIL** one time purchase. Specify Bar, Saw, Motor (weight) as desired type.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

FILL USIMG: 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 LFMS...see examples or ask CORD.

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<th>Qty</th>
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</tr>
</thead>
</table>

**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 USIMG: 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.

<table>
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<tr>
<th>Request Number</th>
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<th>To</th>
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**PHONES**...see Cell Phones, Voice Lines and Satellite Phones

Provider is the agency that established the agreement or issued the credit card...see examples or ask CORD.
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.

Example of: Use of existing local radio's, entered this way to track where it is.

Example of: Use of existing local radio's, entered this way to track where it is.

Example of: Use of existing local radio's, entered this way to track where it is.

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 the agency that established the agreement, or issued the credit card... see examples or ask CORD.

Example of: Purchase of radio from outside vendor.
<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Qty</th>
<th>R/A</th>
<th>Resource Needed</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Resource</th>
<th>Resource Assigned</th>
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<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

**Travel Mode:**
- General Needs
  - Reporting Instructions:
    - Repair or Replace as needed for E-4.1. Bendix-King S/N 946575 damaged on fire approved by IC. Jim. To be handled by home unit.

**REFRIGERATION SERVICE** for any duration of use.

**ORDER USING:** Category: Service Miscellaneous, Catalog Item: Service - Refrigeration
- Koss 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.**

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<th>Qty</th>
<th>R/A</th>
<th>Resource Needed</th>
<th>From Unit</th>
<th>To Unit</th>
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</tr>
</thead>
</table>

**Travel Mode:**
- General Needs
  - Reporting Instructions:
    - Need cooling at removal, at least once per week (at least 30 gl daily, vendor must provide storage containers.)

**REFRIGERATED BUILDING RENTAL/AGREEMENT**... see Facility Rental

**ROAD GRADING SERVICE** for any duration of use.

**ORDER USING:** Category: Service Miscellaneous, Catalog Item: Service - Road Grading
- Koss 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.**

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<th>Qty</th>
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<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Resource</th>
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<th>Released Date</th>
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</thead>
</table>

**Travel Mode:**
- General Needs
  - Reporting Instructions:
    - Need service/repair to icemaker in warehouse

---

**RECYCLING, ALL** for any duration of use.

**ORDER USING:** Category: Service Sanitation, Catalog Item: Service - Recycling
- Koss 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.**

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**Travel Mode:**
- General Needs
  - Reporting Instructions:
    - Need to remove, at least once per week (at least 30 gl daily, vendor must provide storage containers.)
Need Harmens Ranch Road Graded due to fire traffic. Need small unit due to culverts.
### REGION 5 DATA ENTRY STANDARD FOR SUPPLIES

#### 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-#, 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.**

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From To</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-1</td>
<td>4/16/2006 1412 MST</td>
<td>AZ-PHC EXPO Blk 8 AZ-PHC EXPO Blk 8</td>
</tr>
</tbody>
</table>

**Deliver To:**

<table>
<thead>
<tr>
<th>Unit ID</th>
<th>Resource Assigned</th>
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<tbody>
<tr>
<td>UT-UBC</td>
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**Assigned Resources:**

<table>
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<th>Unit ID</th>
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<tbody>
<tr>
<td>UT-UBC</td>
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**M/D:**

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<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>4/16/2006 1250 MST</td>
<td>4/16/2006 1255 MST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reporting Instructions:**

- Special Needs

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#### 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.

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

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**Reporting Instructions:**

- Special Needs

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#### 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 the agency that established the agreement or issued the credit card—see examples or ask CORD.

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**Reporting Instructions:**

- Special Needs

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#### SAW GAS
...see FUEL

SACK LUNCHES...see Meals

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#### SAW OIL
...see OIL
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**Example of: Extend duration of use or On Call resource**

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<th>To Unit</th>
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**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.

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**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.

<table>
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</table>
### 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 classifies tire replacement as a sensitive item and you must have written documentation from the IC or District FMO that the replacement is due to fire response damage and is not due to normal wear and tear.

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

**DO NOT TRACK THIS ITEM**...see examples or ask CORD.

| Request Number | Ordered Date/Time | From | To | Qty | Resource | R/A | Deliver To From Unit To Unit Assigned Date/Time Resource Assigned Resource Assigned M/D | Ind Time Of Date/Time To Time Of Date/Time Released Date Released To |
|----------------|-------------------|------|----|-----|----------|-----|---------------------------|----------------|-----------------|--------------------------|
| S-2            | 4/16/2006         | UT-CDC | EXPD 0000| 12 | TIRE - Repair, EA | N/A | UT-CDC | UT-CDC | 4/16/2006 | UT-SWS | N/A | 1412 MST | 1000 MST | 1425 MST |

### 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.

| Request Number | Ordered Date/Time | From | To | Qty | Resource | R/A | Deliver To From Unit To Unit Assigned Date/Time Resource Assigned Resource Assigned M/D | Ind Time Of Date/Time To Time Of Date/Time Released Date Released To |
|----------------|-------------------|------|----|-----|----------|-----|---------------------------|----------------|-----------------|--------------------------|
| S-2            | 4/16/2006         | UT-CDC | EXPD 0000| 12 | SERVICE - Tow Truck, towing capacity/size | N/A | UT-CDC | UT-CDC | 4/16/2006 | UT-SWS | N/A | 1000 MST | 1425 MST |

### 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.

| Request Number | Ordered Date/Time | From | To | Qty | Resource | R/A | Deliver To From Unit To Unit Assigned Date/Time Resource Assigned Resource Assigned M/D | Ind Time Of Date/Time To Time Of Date/Time Released Date Released To |
|----------------|-------------------|------|----|-----|----------|-----|---------------------------|----------------|-----------------|--------------------------|
| S-2            | 4/16/2006         | NV-ECC | EXPD 0000| 12 | Misc Auto, ea | N/A | NV-ECC | NV-ECC | 4/16/2006 | 1425 MST | NV-ELD | 7500# capacity | 1425 MST | 1000 PNT |

### 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.

| Request Number | Ordered Date/Time | From | To | Qty | Resource | R/A | Deliver To From Unit To Unit Assigned Date/Time Resource Assigned Resource Assigned M/D | Ind Time Of Date/Time To Time Of Date/Time Released Date Released To |
|----------------|-------------------|------|----|-----|----------|-----|---------------------------|----------------|-----------------|--------------------------|

**For E-18, blew both right rear duels**

**Approved by Jill Johnson FMO**

**VEHICLE REPAIR...**

**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.

| Request Number | Ordered Date/Time | From | To | Qty | Resource | R/A | Deliver To From Unit To Unit Assigned Date/Time Resource Assigned Resource Assigned M/D | Ind Time Of Date/Time To Time Of Date/Time Released Date Released To |
|----------------|-------------------|------|----|-----|----------|-----|---------------------------|----------------|-----------------|--------------------------|
| S-2            | 4/16/2006         | NV-ECC | EXPD 0000| 12 | Misc Auto, ea | N/A | NV-ECC | NV-ECC | 4/16/2006 | 1425 MST | NV-ELD | 7500# capacity | 1425 MST | 1000 PNT |

**For E-18, blew both right rear duels**

**Approved by Jill Johnson FMO**

**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.

| Request Number | Ordered Date/Time | From | To | Qty | Resource | R/A | Deliver To From Unit To Unit Assigned Date/Time Resource Assigned Resource Assigned M/D | Ind Time Of Date/Time To Time Of Date/Time Released Date Released To |
|----------------|-------------------|------|----|-----|----------|-----|---------------------------|----------------|-----------------|--------------------------|
### REGION 5 DATA ENTRY STANDARD FOR SUPPLIES

**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.

<table>
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<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Qty</th>
<th>R/A</th>
<th>Resource Requested</th>
<th>Needed Date/Time</th>
<th>Deliver To</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit ID</th>
<th>Resource Assigned</th>
<th>M/D Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
<th>Travel Mode</th>
</tr>
</thead>
</table>

Special Needs: Want 5 pallets per day delivered to ICP, quantity may be adjusted as needed. Vary flavors.

**WOOD, see Hardware**