

LODGING REQUIREMENTS ABOVE \$2500

DATE: _____

CREW NAME/NUMBER: _____

CREW BOSS NAME AND CONTACT #: _____

RESOURCE ORDER #: _____

HOTEL NAME: _____

HOTEL ADDRESS: _____

HOTEL CONTACT PERSON: _____

HOTEL PHONE: _____ HOTEL FAX: _____

NUMBER OF ROOMS NEEDED: _____

PER DIEM RATE: _____ RATE HOTEL IS CHARGING: _____

NUMBER OF NIGHTS LODGING NEEDED: _____

ADDITIONAL INFORMATION: _____

SUBMITTED BY: _____ CONTACT # _____

FS CONTACTS FOR PAYMENT:

SHUNDRICA DANIELS 404-274-9746 (JAN, APR, JULY, OCT)

THERESA HOOD 404-909-0250 (FEB, MAY, AUG, NOV)

SHERRI JENKINS 470-925-1395 (MAR, JUNE, SEPT, DEC)

****If designated contact person is not available for the month assigned, please contact next person in line. ****

INSTRUCTIONS

*Lodging is considered a service by the Department of Labor and the micro purchasing threshold services is \$2500. *

- Assigned crew micropurchasers or crew bosses are expected to pay for lodging during mobilization and demobilization. These costs should not exceed \$2500 per occurrence to a single vendor.
- When lodging is required for an incident and expected to exceed \$2500, the micropurchaser/crew boss is required to:
 - Coordinate with Dispatch/Ordering to secure a resource order for lodging of the crew prior to contacting procurement.
 - Locate lodging within per diem rates for that locale. If unable to find lodging within those rates, secure the lowest available rate possible.
 - If more than one facility is needed and will be over \$2500, please use a separate form for each facility. Please note in the additional information section that this is 1 of 2, 3 etc. for resource order #---.
 - Forward the form to the assigned procurement person either by email or taking a picture with a cell phone.
 - Obtain lodging receipts on behalf of the procurement personnel if the vendor is unable to email the procurement person.
- If an incident requires the crew to check out of a hotel every day, this will still be considered as one transaction to the vendor. Be careful not to exceed your single purchase limit of \$2500 for services.
- **PLEASE NOTIFY PROCUREMENT PERSONNEL ASAP THAT THE CREW IS CHECKING OUT EARLIER THAN PREVIOUSLY ARRANGED.**