

# 2022 NOC Electronic Payments Checklist

Emergency Equipment Use Invoices (OF-286) for VIPR, I-BPA, EERA and Land Use Agreement Payments

BLM National Operations Center (NOC) dedicated email address for submitting scanned OF-286 invoice packages: [blm oc fire payments@blm.gov](mailto:blm_oc_fire_payments@blm.gov).

## **Scanned copy of Original Emergency Equipment Use Invoice (OF-286):**

- Must be signed and dated by both the Contractor/Vendor Representative and Receiving Officer.
- Verify that all information from the shift tickets or CTRs are transferred correctly to the Use Invoice.
- If boxes 23-25 are checked – Copies of related repair orders, commissary issues, findings and determinations for claims, or any other documents supporting additions or deductions from the payment.

## **I-BPA/VIPR/EERA/LUA/Commercial Agreement (Short Finance Copy Only):**

- Signed and dated by the Contractor/Vendor and a federal Contracting Officer (copy of signature page). Ensure that the agreement is the most current version and not expired, canceled, or suspended.
- Verify that the equipment on the Use Invoice is listed on the agreement and include appropriate rate sheets.
- Verify Contractor/Vendor information is legible, including phone numbers and other contact information in case there are questions.
- DUNS number must be included.

## **Submitting the Electronic Payments to the NOC:**

- Ensure the scanned invoice and agreement are in a PDF format (most common).
- Only scan one (1) invoice package per PDF file, and do not include any documentation not specifically requested in the checklist (i.e. shift tickets, inspections, etc.).
- Only attach five (5) PDF files per email.
- You will receive an automated reply when the email has been successfully transmitted.

**All previously required documentation must be retained at the home unit in the financial package for post-pay audit and review purposes.**