Resource Order Number: Resource Name:

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| --- | --- | --- | --- | --- | --- |
| **Date** | **File Type** | **Person/Position** | **Issue Item#** | **Comments** | **Action Taken** |
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| Equipment & Contracted Resource Package |
| Invoice (OF-286) | **Other Supporting Documents** |
| [ ]  | 1. Incident/Project Name
 | [ ]  | 16. Resource Order |
| [ ]  | 2. Admin Office & Address (Jurisdictional Agency for VIPR/EERA/Cooperators, ASC for National Crews)  | [ ]  | 17. RO estimated arrival matches mobilization shift ticket (approximate) |
| [ ]  | 3. Vendor Name | [ ]  | 18. Current Agreement (matches specific resource from RO) |
| [ ]  | 4. Vendor Agreement Number | [ ]  | 19. Mechanic name matches RO and agreement (if applicable) |
| [ ]  | 5. Vendor Agreement Dates (effective dates, verify dates of service) | [ ]  | 20. Faller/Medic/Other name matches list/agreement (if applicable) |
| [ ]  | 1. Vendor Address
 | [ ]  | 21. Manifest (if applicable) |
| [ ]  | 1. Vendor UEI-Unique Entity ID (was DUNS before) or Vend Code Sheet
 | [ ]  | 22. OF-296 Pre-Use Inspection form |
| [ ]  | 1. Vendor Resource Info – Equipment Unique ID, Vin, Make, Model
 | [ ]  | 23. OF-296 Post-Use Inspection form |
| [ ]  | 1. Unit Rates Match RO & Agreement Line Item (ie. Daily rate, mileage, etc.)
 | [ ]  | 24. Shift Tickets (all days included, signatures, 2 names if equipment and transport, any  breakdowns/remarks, overlap time) |
| [ ]  | 1. Point of Hire (location city on equipment line item)
 | [ ]  | 25. Fuel and Oil Issue Tickets (if applicable) |
| [ ]  | 1. Date & Time of Hire (Matches RO?)
 | [ ]  | 26. Unique Rates or Breakdowns (include GM documenting special rate) |
| [ ]  | 1. Appropriate Charge Code
 | [ ]  | 27. Lodging Receipts (if applicable) |
| [ ]  | 1. Verified first/last day for full daily rate or ½ rate
 | [ ]  | 28. All additions/deductions documented & supported |
| [ ]  | 1. Release Block – Demob date & time (date & time for released or withdrawn)
 | [ ]  | 29. Performance Evaluation (Required for VIPR and National Contracts) |
| [ ]  | 1. Signature by Government and vendor (fully signed)
 | [ ]  | 30. CTR attached for National Crews (Verify Crew math) |

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| Personnel Package |
| All Personnel Resources | **Add-Ons for Casual Hires** | **Add-Ons for Cooperators** |
| [ ]  | 1. Invoice (OF-288): incident/fire code/RO matches
 | [ ]  | 1. Casual Hire Form (if applicable)
 | [ ]  | 1. Invoice (OF-286): incident/fire code/RO matches
 |
| [ ]  | 1. Invoice (OF-288): signatures (finance & resource)
 | [ ]  | 1. Casual Hire matches OF-288
 | [ ]  | 1. Invoice (OF-286): signatures (finance & resource)
 |
| [ ]  | 1. CTRs (all days accounted for, verify hours, overlap time, same time on 2 job codes)
 | [ ]  | 1. Effective date & info matches OF-288
 | [ ]  | 1. Current Cooperator Agreement
 |
| [ ]  | 1. Manifest (if applicable)
 | [ ]  | 1. Receipts for Casual Hire (if applicable)
 | [ ]  | 1. Shift tickets (all days accounted for, verified hours)
 |
| [ ]  | 1. Resource Order
 |  |  |  |  |
| [ ]  | 1. Performance Evaluations
 |  |  |  |  |
| [ ]  | 1. Lodging Meets GSA Rates
 |  |  |  |  |
| [ ]  | 1. Signature by Government and employee
 |  |  |  |  |

Check box for items audited and correct, leave blank and identify in audit table if errors exist. updated 4/11/2024