

Resource Order Number:

Resource Name:

Date	File Type	Person/Position	Issue Item#	Comments	Action Taken

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)
6.	Vendor Address	21.	Manifest (if applicable)
7.	Vendor UEI-Unique Entity ID (was DUNS before) or Vend Code Sheet	22.	OF-296 Pre-Use Inspection form
8.	Vendor Resource Info – Equipment Unique ID, Vin, Make, Model	23.	OF-296 Post-Use Inspection form
9.	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)
10.	Point of Hire (location city on equipment line item)	25.	Fuel and Oil Issue Tickets (if applicable)
11.	Date & Time of Hire (Matches RO?)	26.	Unique Rates or Breakdowns (include GM documenting special rate)
12.	Appropriate Charge Code	27.	Lodging Receipts (if applicable)
13.	Verified first/last day for full daily rate or ½ rate	28.	All additions/deductions documented & supported
14.	Release Block – Demob date & time (date & time for released or withdrawn)	29.	Performance Evaluation (Required for VIPR and National Contracts)
15.	Signature by Government and vendor (fully signed)	30.	CTR attached for National Crews (Verify Crew math)

Personnel Package

All Personnel Resources		Add-Ons for Casual Hires		Add-Ons for Cooperators	
A.	Invoice (OF-288): incident/fire code/RO matches	I.	Casual Hire Form (if applicable)	M.	Invoice (OF-286): incident/fire code/RO matches
B.	Invoice (OF-288): signatures (finance & resource)	J.	Casual Hire matches OF288	N.	Invoice (OF-286): signatures (finance & resource)
C.	CTRs (all days accounted for, verify hours, overlap time, same time on 2 job codes)	K.	Effective date & info matches OF-288	O.	Current Cooperator Agreement
D.	Manifest (if applicable)	L.	Receipts for Casual Hire (if applicable)	P.	Shift tickets (all days accounted for, verified hours)
E.	Resource Order				
F.	Performance Evaluations				
G.	Lodging Meets GSA Rates				
H.	Signature by Government and employee				

Check box for items audited and correct, leave blank and identify in audit table if errors exist.