

DOI EQUIPMENT PAYMENT PACKAGES

On a Department of Interior fire, (Bureau of Land Management, Bureau of Indian Affairs, National Park Service or US Fish and Wildlife Service) all equipment payment packages (originals) must be left at the local agency for payment processing.

The EERA payment packages must include the following:

- Original Emergency Equipment Use Invoice, OF-286, signed and dated by a vendor representative (original or fax signature) and also signed and dated by a designated agency representative (original signature).
- Cost coding, agreement number and incident order number included on the invoice.
- Original shift tickets, OF-207's associated with the invoice.
- Copy of the Emergency Equipment Rental Agreement (VIPER Agreement) with the agreement number, information on the agreement must match information on the invoice and shift tickets.
- Fuel and oil issue documentation (OF-304 or record of issues), when applicable.
- Copies of work orders/repair orders, commissary issues, findings and determinations for claims; and any other documents supporting additions or deductions to payments when applicable.
- Copy of the Resource Order.
- Inspection Checklist, OF-296

Further instructions:

- Do not use whiteout. Cross out errors and initial all corrections.
- Indicate the mailing address and contact phone number of the local agency responsible for the payment package in Block 9 of the Emergency Equipment Use Invoice, Administrative Office for Payment.
- Verify that the information in Blocks 1, 2, 4, 5, 10 and 11 of the invoice matches the agreement.
- Verify that the rates on the invoice match the rates of the agreement.
- Verify that the line calculations and totals are correct.