**Vendor:** **Incident Name and #:**

**Audited by: Audit Date:**

**Please see Required Documents Below**

**Copy of the Resource Order**

**EERA (Emergency Equipment Rental Agreement), OF-294**

Verify Procurement Agency & Contractor information is correct, legible & includes phone number.

Agreement number must be included.

Verify that the equipment on OF-286 is listed on current agreements.

Signed and dated by Contractor/Vendor and Contracting Officer.

**Vehicle/Heavy Equipment Safety Inspection Checklist, OF-296**

Verify boxes 1-9 are complete, accurate and match EERA.

Boxes 10 & 11 – Pre and Post Inspection complete.

**Original Emergency Equipment Shift Tickets, OF-297 (Pink Copy)**

Each shift ticket must be signed and dated by Contractor and Receiving Officer.

Verify that blocks 1-19 are filled in and accurate and match the EERA.

Match shift ticket dates with invoice dates.

Match Box 5-number of operators with invoice.

Verify that Equipment was dry.

**All Original Fuel Receipts coded to Incident and signed by Contractor/Cooperator**

**Original Emergency Equipment Use Invoice, OF-286**

Must be signed and dated by both the Contractor/Vendor and Receiving Officer.

Verify that blocks 1-33 are filled in and accurate.

Verify that all information from the shift ticket is transferred correctly to the OF-286.

Audited Original Fuel Receipt Additions.

**Emergency Equipment Fuel and Oil Tickets, OF-304 (see handbook, if applicable)**

**Additional Documentation (if applicable)**

Repair orders, commissary issues, findings and determinations for claims/pre and post inspection photos if available, Rate Sheet and any other documents supporting additions to or deductions from the payments, receipts, OF-288.