Further instructions:

- Adhere to the NWCG incident retention guidelines for maintaining all incident files.
- Do not use whiteout. Cross out errors and initial all corrections.
- For amendments to an originally submitted invoice identify that it is a supplemental invoice, and include the original invoice.
- Indicate the mailing address and contact phone number of the state or field office responsible for the payment package in Block 9 of Emergency Equipment invoice, “Administrative Office for Payment”.
- Verify that the information in Blocks 1, 2, 4, 5, 10, and 11 of the invoice matches the agreement submitted.
- Verify that the rates on the invoice match the rates on the agreement.
- Verify that the line calculations and totals are correct.

ADMINISTRATIVE OFFICE FOR PAYMENT INFORMATION
BLM, Alaska Fire Service
1541 Gaffney Rd/PO Box 35005
Fort Wainwright, AK  99703