

## **BLM PAYMENT PACKAGE CONTENTS CHECKLIST:**

### **Required:**

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

- Must be signed and dated by both the Contractor/Vendor and Receiving Officer.
- Attach your calculator tape verifying invoice total
- Verify that blocks 1-33 are filled in and accurate
- Verify that all information from the shift ticket is transferred correctly to the use invoice

#### **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
- Match shift ticket dates with invoice dates.
- Verify that shift ticket information is the same as that on the invoice.

#### **Emergency Equipment Rental Agreement, OF-294**

- Signed and dated by Contractor/Vendor and Contracting Officer
- Verify that the equipment on Use Invoice is listed on current agreements
- Verify Contractor information is legible, including phone numbers so we have numbers to call if there are any question.
- DUNS number must be included

#### **Emergency Equipment Fuel and Oil Tickets, OF-304**

- Each ticket must be signed and dated by Contractor/Vendor and Receiving Agent
- Verify quantity and unit price.
- Verify that the equipment which is either receiving or dispensing fuel/oil is the same as that listed on all other documents in the payment package...(shift tickets, invoice and agreement.)

#### **Box 23-25**

- Repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions to or deductions from the payments.

#### **Copy of the Resource Order**

Please assemble payment packet as outlined above.

-One PDF file for each vendor payment

-Email PDF files for payment to appropriate Zone Admin and include BLM Alaska Equipment Transmittal Sheet.

-Create folder in 0 Batches for each batch sent. Please include BLM Alaska Equipment Transmittal Sheet in each batch folder.