

25 Further instructions:

- 26 • Adhere to the NWCG incident retention guidelines for maintaining all incident files.
- 27 • Do not use whiteout. Cross out errors and initial all corrections.
- 28 • For amendments to an originally submitted invoice identify that it is a supplemental
- 29 invoice, and include the original invoice.
- 30 • Indicate the mailing address and contact phone number of the state or field office
- 31 responsible for the payment package in Block 9 of Emergency Equipment invoice,
- 32 “Administrative Office for Payment”.
- 33 • Verify that the information in Blocks 1, 2, 4, 5, 10, and 11 of the invoice matches the
- 34 agreement submitted.
- 35 • Verify that the rates on the invoice match the rates on the agreement.
- 36 • 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