

BLM PAYMENT PACKAGE CONTENTS CHECKLIST:

Required:

OF-286, Original Emergency Equipment Use Invoice

- Must be signed and dated by both the Contractor/Vendor Receiving Officer.
- Verify that blocks 1-35 are filled in and accurate.
- Verify that all information from the shift ticket is transferred correctly to the use invoice.

OF-297, Original Emergency Equipment Shift Tickets

- Each shift ticket must be signed and dated by Contractor and Government Officer.
- Verify that blocks 1-19 are filled in and accurate (double check block 15 is filled in).
- Match shift ticket dates with invoice dates.
- Verify that shift ticket information is the same as that on the invoice.

OF-294, Incident Only Emergency Equipment Rental Agreement (EERA)

- Signed and dated by Contractor/Vendor and Contracting Officer
- Verify 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 follow up is needed.
- UEI / Vendor ID number must be included.

OF-304, Emergency Equipment Fuel and Oil Issue Tickets

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

Boxes 26-27

- Repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions/deductions from invoice payment.

Copy of "Filled" Resource Order

- Copy of filled resource order displaying resource name in "Resource Assigned" is required.