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MATERIAL REQUISITION TRANSFER (MRT) F-72 (May 2005)	2668.1.1
PURPOSE OF THE MRT (May 2005)	2668.1.1.1

The Material Requisition or Transfer (MRT) [F-72](#) is an intra-departmental document used to initiate a transfer of items or services from one administrative unit to another. It is also used as a payment document to credit the supplier and charge the receiving unit for the goods and services exchanged when there are associated costs.

OPERATIONAL REQUIREMENTS AND LIMITS (May 2005)	2668.1.1.2
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There are no dollar limits when using an MRT.

The form (F-72) is available on-line and may be computer generated or handwritten but must legible.

The transfer of items and their corresponding unit prices are negotiated by the administrative units involved prior to initiating the MRT.

Suppliers handle orders on a “fill or kill” basis. There are no backorders.

AUTHORIZED USES (May 2005)	2668.1.1.3
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MRTs (F-72) are used for the following activities;

- To order material and supplies from any CAL FIRE unit or facility, including Sacramento Headquarters, when a no-cost or fiscal transaction is involved. It includes stations or sections ordering from unit service centers.
- To transfer costs associated with State Fire Marshal training. (Refer to the Accounting Procedures Handbook [Section 3712.](#))
- To order in-camp products, indicate the unit being charged for the merchandise and the unit being credited.

- To transfer items to or from an administrative unit to an incident base.
- To retrograde or transfer items such as Nomex, gloves, etc. to or from an incident base or administrative unit. (Refer to the Incident Logistics Procedures Handbook, [Section 7585](#).)

UNAUTHORIZED USES

2668.1.1.4

(May 2005)

MRTs cannot be used:

- To transfer accountable (Class 3) property.
Note: Use the “Property Transfer Report” ([STD. 158](#)) to transfer accountable property from one location to another.
- To transfer accountable property to another state agency or department.

INSTRUCTIONS FOR FILLING OUT THE MRT (F-72)

2668.1.1.5

(May 2005)

Following are instructions for filling out the MRT:

- **Date Shipped** - date merchandise is shipped. Completed by the supplying unit.
- **Transfer From Location Code** - the unit supplying the commodity or service. Use appropriate four-digit CALSTARS Index Code or internal unit level location code if appropriate.
- **Unit, Address, Contact and Phone Number** - appropriate information of the supplying unit. A contact name and phone number **MUST** be included.
- **Document Number** - eight digit number indicating region, document identification, fiscal year (single digit), alpha location code, and sequential order of issue (i.e., 9MT4K001). The unit finance or unit purchasing coordinator maintains Document Number Logs. Refer to Accounting Procedures Handbook, [Section 3762](#).
- **Transfer To Location Code** - the unit ordering the commodity or service. Use appropriate four-digit CALSTARS Index Code or internal unit level location code if appropriate.
- **Unit, Address, Contact and Phone Number** - appropriate information of the ordering unit. A contact name and phone number **MUST** be included.
- **CAL FIRE Stock/Form/Property Number** - use 12-digit commodity code number. (Refer to Commodity Code Catalog or consult with your Unit Purchasing Coordinator). When ordering an in-camp product, use its product code.

- **Item Description** - noun description of the product or service such as staplers or Nomex silk screening. Complete description must be given for items without a stock number. (For State Fire Marshal indicate specific classes being requested such as CFSTES, FSTEP, EMT 1.)
- **U/M** - the unit of measure that corresponds to the unit price found in the Commodity Code Catalog.
- **Quantity** -
 Requested – the number requested by the ordering unit.
 Issued – the number actually sent by the supplying unit.
- **Unit Cost** - the replacement cost of the commodities, actual cost of services being provided, OR the mutually agreed upon price between the ordering and supplying units.
- **Ext. Cost** - the sum of the quantity issued times the unit cost.
- **Object Code** - enter the appropriate CALSTARS object code. (Optional)
- **Abatement/Charge** - the ordering unit checks the charge box and provide appropriate CALSTARS coding and dollar amount. The supplying unit checks the abatement box and provides appropriate CALSTARS coding and dollar amount.
- **Incident Number** - the corresponding incident number must be provided for all 009XX and other emergency incident charges.
- **Request for Transfer Signature** - signature, printed name, title and date of the person placing the order.
- **Approval** - signature, printed name, title and date of the person approving the order.
- **Filled/Sent By** - signature, printed name, title and date of the person supplying the order.
- **Receipt of Transfer** – for unit use only. Printed name, title and date of the person receiving the order.

DISTRIBUTION OF THE MRT
(May 2005)

2668.1.1.6

Completed copies of the MRT are distributed as follows:

Once the form is completed, copies are distributed to the various units indicated at the bottom of the form in accordance with standard business processes.

OTHER STATE DOCUMENTS

2668.2

(May 2005)

TRAVEL CLAIM (STD. 262)

2668.2.1

(May 2005)

Travel Expense Claims ([Std. 262](#)) are used to record and claim expenses for lodging, meals, mileage, and other business incidentals such as carfare, parking, and phone calls. Claims should be submitted at least once a month, unless the amount claimed is less than ten dollars (\$10.00).

Separate claims must be filed in the following circumstances:

- When expenses are incurred in different fiscal years, or
- When the claim is for out-of-state travel expense.

Vouchers are required to support certain expenses and must be arranged in chronological order and attached to the claim.

The claimant must sign the Std. 262, certifying the accuracy of the report. The officer approving payment (the supervisor or manager) must sign, certifying that travel was authorized. For additional information, refer to the Accounting Procedures Handbook [Section 3781](#) – CAL FIRE Travel Handbook.

PRINTING REQUISITION (STD. 67)

2668.2.2

(May 2005)

[STD. 67](#), Printing Requisition -should be used for all orders to the DGS/OSP.

Complete original and three copies; retain one copy and submit the remainder -- with copies of samples when required -- to Office of State Publishing, Sacramento. Include:

- Mocked-up "construction dummy" or a sample from a previous printing
- Hard copy of the completed piece
- Disk
- OSP 17 - Electronic Prepress Work Request
- OSP 0385 - Reproduction and Collating Instructions

The STD 67, OSP 17 and OSP 0385 are online at DGS/OSP.

Follow the instructions that accompany the forms.

Ways to submit your Std 67:

- Through IMS
- US Mail
- Fax (reprints of simple orders only)
Must be followed up with original Std. 67
Write "Confirming Order Only" on follow-up Std. 67
- Front door OSP Reception Desk
- Electronically emailed

FEDERAL DOCUMENTS

2668.3

(May 2005)

MULTIUSE STANDARD REQUISITIONING / ISSUE SYSTEM DOCUMENT, GSA(SF 344)

2668.3.1

(May 2005)

Orders are placed with FSS through the GSA. There are three ways to order. Purchasers can use the automated GSA Global Supply system, automated GS Advantage system or Multiuse Standard Requisitioning/Issue System Document (SF 344). Additional information on ordering from GSA is located on page 6 of the Wildland Fire Equipment Catalog. It can be ordered from the Centralized Mailing List Service (CMLS) at (817)334-5215 or by email at cmls@gsa.gov.

The Global Supply System can be accessed at www.GSAglobalsupply.gsa.gov. Follow the instructions on the website to place your order.

The GSA Advantage System can be accessed at www.gsaAdvantage.gov. Follow the instructions on the website to place your order.

The Multiuse Standard Requisitioning/Issue System Document (SF 344) can be accessed and printed for hard copy use.

Following are the instructions for completing a STD 344:

- Document Identifier Code (Block 1)

The document identifier code is a three-character code of letters and numbers. Entering an appropriate document identifier code is mandatory. It will always be AOA for CAL FIRE. For follow-up, change the identifier code only--using AF1. For cancellation, use code AC1. The header information must be the same as the original document; however, indicate only the items to be cancelled (exactly as previously shown on the original order). Use zero (0) in manually prepared documents to differentiate numeric zero from an alphabetic O.

- Routing Identifier Code (Block 2)

The routing identifier codes will be GSA.

- Media and Status (M & S) Codes (Block 3)

The media and status code is a mandatory one-character code. In all original and follow-ups, the media status code will be A.

- Requisitioner (Activity Address) Codes (Blocks 9 and 10)

- The activity address code identifies the agency or other government element of ownership or sponsorship and the specific activity and address to which material, documentation or billing is directed. Each unit is to use its pre-assigned FEDSTRIP number.

- Date (Block 11)

The date must be shown as Julian date. Entries will always be numeric and will be the date the requisition is sent to the supply source. The Julian date consists of four digits, the first representing the year and the last three (Julian day) representing the day of the year. For example, January 15, 2005 is 5015; (See [Julian Date Calendar](#).)

- DEM (Block 13)

- Supplementary Address (Block 14 – 15)

- Signal (Sig) Codes (Block 16)

An alpha signal code must be entered in this block on each requisition. "A" indicates that the material is to be shipped to the agency, addressed, and billed as shown.

- Fund Codes (Block 17)

This is a two-digit code indicating the placement of the GSA order. The following codes will be appropriate:

Code Definition

- 01** Stock replacement: The replacement of any materials used for normal operation of a unit.
- 02** Schedule A & C: The replacement of materials or the purchase of materials exclusively for Schedule A or C.
- 03** Special project: Any CAL FIRE-funded purchase of materials for a specific or unique use.
- 04** Federal projects: The requisition of any materials exclusively for the use of federally funded projects.
- 09** Going fire: The emergency purchase of material for going fires and the replacement of materials used in fire campaigns.

- Distribution (Block 18)
- Project (Block 19)
- Priority Designator Codes (Block 20)

The following priority designator codes will be used:

Code Condition for Use

Priority Delivery

- | | |
|---|--------|
| 03 Emergency - The item is a disaster supply or equipment required immediately for prolonging life in the case of disaster, critical injury, fatal disease or calamity. For use only during ongoing fires. Ordering unit pays freight at the rate of exclusive use of carload. | 7 days |
|---|--------|

Code 03, may not be used merely to obtain a shorter priority delivery date. This code is for emergency supplies only; life or state property are in immediate danger.

- | | |
|--|---------|
| 15 Routine stock replenishment and predetermined initial allowance-filling. For routine stock, GSA freight. | 29 days |
|--|---------|

- Stock Number (Blocks 4, 5 and 6)

The 13-digit federal stock number will be used in ordering items. Refer to the Fire Catalog for appropriate stock item numbers.

- Unit of Issue (Block 7)

Use appropriate unit of measure corresponding to the stock number, obtained from the Fire Catalog.

- Quantity (Block 8)

The quantity is to be displayed in five digits with leading zeros, if necessary, i.e., 00005 or 00025.

- Serial (Block 12)

Every line item must be assigned an individual serial number and will be displayed, if necessary, with leading zeros, i.e., 0001-0036. Do not repeat the numbers on the same Julian date.

- Supplementary Address, SIG, Distribution and Project (Block 14V – 19V)

Leave Blank

- Advice Codes (Block 22)

The originator of a requisition has the responsibility of inserting the appropriate advice code in this block. The three used by CAL FIRE are as follows:

2C - "Fill or Kill" - substitute ok
2D - Furnish exact quantity requested
2J - "Fill or Kill" - do not substitute

- Remarks (Block 23)

This block is optional.

- Signature and Telephone Number

Purchaser must sign the form. List telephone number where you can be reached if questions arise.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)