

FORM	TITLE	APH	REV. DATE	Intranet Date	Sample Forms / Guide Cards
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FORMS DIRECTORY (see online forms)
(No. December 2009)

3615

AFS 94 A	Customer Account Number (CAN Request)	3785	6-04	DAO use only- not for publication	N/A
AO 1C	Report of Repairs to State-Owned Vehicle Due to Accident		7-89		
AO-2	Authorization to Receive and Distribute Payroll Warrants		8-05	8-05	N/A
AO-7	50-Mile Exemption Request	3781	12-04	12-04	12-04
AO-9	Substantiation for Renting a Larger Vehicle	3781	3-08	3-08	3-08
AO-13	Request for Delivery of Warrants of a Deceased Employee		6-02	6-02	N/A
AO 17	Detail of Costs for Services Furnished		N/A	Available in PACMANS	N/A
AO 37	Mail Order Credit Card Sales Form		9-97		
AO-51	Ranger Unit Subsistence Report (Excel)		5-84	5-84	
AO-53	Visitor's Meal Report		9-87		
AO 57	Request for Payment Information		7-88		
AO-58	Revolving Fund Transmittal Letter	3742	1-07	1-07	4-07
AO-59	FC-42 Emergency Fire Time Transmittal Letter	3742	4-00	4-00	4-00
AO-61	Personal Damage Claim		9-98	9-98	10-02
AO-65	Employee Relocation Information		4-02	4-02	N/A
AO-69	Signature Authorization Card - Checking Account	3741	6-05	6-05	7-05
AO-71	Emergency Operations Food Stuffs - Purchase Authorization		5-99	5-99	11-05
AO-73	Accounts Payable (Excel)	3770	2-05	2-05	11-05
AO-73 PCF	FC - 42 Paid Call Firefighter Accruals	3772	11-99	11-99	2-02
AO-73 PR	Labor Accruals	3771	6-05	6-05	11-06
AO-78	Gasoline, Diesel Fuel, and Motor Oil Report		5-82	5-82	N/A
AO-78a	Gasoline, Diesel Fuel and Motor Oil Report – Used in CDF vehicles Usage (EXCEL)		3-05	3-05	N/A
AO-78c	Emergency Incident Fleet Card – Fuel Log for Commercial Rental Vehicles		5-08	5-08	N/A
AO-80	Transmittal Sheet-Mobil Equip Accident/Incident Report		11-88	11-88	N/A
AO 91	Residence/Trailer Space Invoice		12-88		N/A
AO-100	Personal Use of State Provided Vehicles (Excel)	3698	3-02	3-02	N/A
AO-107	Request for Revolving Fund Check	3742	1-08	1-08	1-08
AO 107a	Rev Fund Check Guide Card	3742	N/A	N/A	11-04
AO-115a	General Services Charge Card Issuance	3785	9-04	9-04	N/A
AO-115b	Charge Card Custodian	3785	2-02	2-02	N/A
AO-115c	Emergency Incident Fleet Card Issuance		6-08	6-08	N/A
AO-115d	All Fleet Card		6-08	6-08	N/A
AO-119	Transmittal of Vouchers for Cash Payment	2673	1-00	1-00	3-00
AO-123	Authorization for Salary Advance	3742	3-04	3-04	3-04
AO-135	Declaration of Service by Mail		6-02	6-02	N/A
AO-139	CDF Discharge of Accountability		11-06	11-06	N/A
AO-140	Check Stock Request/Receipt	3742	9-98	9-98	10-02
AO-150	Revolving Fund Check Log	3742	9-98	9-98	10-02
AO 176	Receipt for Miscellaneous Sales	3630	5-99	N/A pre-printed no	N/A
AO-197	Report of Collections (Excel)	3630	2-02	2-02	10-07
AO-197	RC – Abatement (vondor) (Sample)	3630	2-02	N/A	10-07

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AO-197	RC– Fire Cost Recovery (Sample)	3630	2-02	N/A	10-07
AO-197	RC– Miscellaneous (Sample)	3630	2-02	N/A	4-07
AO-197	RC – Sales (Sample)	3630	2-02	N/A	4-07
AO-197	RC – Undeliverable warrants / checks	3630	2-02	N/A	4-07
AO-197	RC – Witness Fees / Subpoena Fees (Sample)	3630	2-02	N/A	4-07
AO-197a	Revolving Fund Reimbursements	3630	4-07	4-07	4-07
AO-197a	RC – Revolving Fund (Sample)	3630	2-02	N/A	4-07
AO-201	Crew and/or Boarders Pay Period Meal Report		9-05	9-05	N/A
AO-209	CDF Invoice Dispute Notification	3694	11-00	11-00	12-07
AO-210	CDF Rental Agreement – Residence	3639	1-06	1-06	N/A
AO-210a	CDF Residence Checklist	3639	2-02	2-02	N/A
AO-210b	CDF Notice of Termination of Tenancy	3639	1-06	1-06	N/A
AO-210c	CDF Notice of change of Monthly Rent	3639	1-06	1-06	N/A
AO-210d	CDF Notice of Belief of Abandonment	3639	1-06	1-06	N/A
AO-210e	CDF Notice to Reclaim Personal Property	3639	1-06	1-06	N/A
AO 211A	CDF Mobile Home Space/Trailer Pad Checklist	3639	2-02	2-02	N/A
AO 223	Invoice		6-89	N/A	N/A
AO-225 Consolidated	Consolidated Posting Tag	3714	4-02	4-02	N/A
AO-225A	Posting Tag (multiple)	3714	4-02	4-02	N/A
AO-225C	Posting Tag (single vendor – landscape)	3714	3-02	3-02	N/A
AO 229	Machine Signed Checks, Author. & Supporting Doc Daily Log		12-81		N/A
AO-236	Unused Check Stock Inventory	3742	1-05	1-05	1-05
AO 251	Jury Duty & Witness Fee Collection Letter		12-88		N/A
AO 257	Req for approval of OST-OBSOLETE use std257		7-74	7-74	N/A
AO-260	PCA Table Maintenance Request Worksheet		11-09	11-09	N/A
AO-272	Refund Register - Accounting Office Use Only	3728	4-05	4-05	N/A
AO-278	Exit Clearance		9-09	9-09	N/A
AO-278A	Exit Clearance Attachment for Peace Officers		9-09	9-09	N/A
AO-279	Exit Clearance Checklist for Seasonal Employees		6-05	6-05	N/A
AO-310	A/R Worksheet	3728	12-04	12-04	N/A
AO-340	Travel Expense Claim Adjustment Slip (Unit)		3-04	3-04	N/A
AO 340 a	TEC Correction Notice				N/A
AO 340 b	TEC Overpayment Notice (DAO)				N/A
AO-341	Emergency Meal – Hotel Purchase Report	2674	2-05	2-05	10-02
AO-351	Travel Comparison Matrix	3781	2-07	2-07	N/A
AO 351	Travel Comparison Matrix (sample)	3781	2-05	2-05	2-07
AO 366	Aircraft Activity Record and/or Vendor's Invoice		6-83		N/A
AO-367ID	ID Request		4-99	4-99	2-02
AO-367JV	JV Correction Request		4-99	4-99	12-07
AO 367 R	Correction of Payroll A/R documents		10-01		N/A
AO-369 (3 per page)	Labor JV		10-09	10-09	10-09
AO-369 (Multiples)	Labor JV		10-09	10-09	10-09
AO	16 hr justification				
AO-442	4C Employees Monthly Accounting Report		5-07	5-07	N/A
AO-448	CalATERS Table Maintenance Request		10-08	10-08	N/A
AO-449	CalATERS System Authorization		4-08	4-08	N/A
CALS-14	CALSTARS Vendor Edit Table Entry Form		10-09	10-09	10-09
CC 1	Cal Card Checklist (To be completed...)		4-04	4-04	N/A
CC-2	Cal Card Monthly Log		4-09	4-09	

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CC-3	Cal Card Posting Tag(Multiple Vendors)		4-09	4-09	N/A
CC-3a	Cal Card Posting Tag (single vendor)		3-02	3-02	
CC 3b	Cal Card Posting Tag (Finance Use only) (Excel)		3-02	3-02	
CC-4	Cal Card Posting Tag(Single Vendor)		10-06	10-06	
CC-11	Cal Card US Bank Program Cardholder Statement of Questioned Item		4-09	4-09	
CAL FIRE-13	Prior Approval Form (Local Purchase)		6-08	6-08	N/A
CAL FIRE-20	Contractor Certification Clauses for services up to \$4,999.99		1-09	1-09	N/A
CAL FIRE-31	Emergency Notification Information		10-04	10-04	N/A
CAL FIRE-41	HQ Route Slip (Print on Goldenrod paper)		12-08	12-08	N/A
CAL FIRE-46	Route Slip (Print on Pink paper)		12-08	12-08	N/A
CAL FIRE-60	Annual Vehicle Accident Statistics		10-04	10-04	N/A
CAL FIRE-61	Emergency Equipment Use Invoice (Word doc)		4-04	4-04	12-07
CAL FIRE-61	Emergency Equipment Use Invoice (Excel doc)		4-04	4-04	N/A
CAL FIRE-62	Emergency Aircraft Use Invoice		5-04	5-04	2-04
CAL FIRE-62	Emergency Aircraft Use Invoice (Excel)		5-04	5-04	N/A
CAL FIRE-63	Helicopter Daily Cost		12-08	12-08	N/A
CAL FIRE-66	Facilities Equipment Safety Inspection		10-88	10-88	N/A
CAL FIRE-69	Confidential Destruction Request		1-00	1-00	N/A
CAL FIRE-93	Service Order		1-09	1-09	10-09
CAL FIRE-93	Service Order – sample – Barricade Rental		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Carpet Cleaning		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Chainsaw Repair / Parts		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Clerical Support		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Computer Rental		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Copier		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Facilities Rental		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Generators		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Handwash Units		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Heater Rental		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Laundry Units		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Light Rental		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Local Gov't – Team Member		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Motels		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Office Trailers		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Portapotties		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Security Guards		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Shower Units		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Sleep Trailers		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Swamp Coolers		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Tents		2-05	N/A	10-09
CAL FIRE-93	Service Order – sample – Template Instructions		2-05	N/A	10-09
CAL FIRE-151	Request for Employee Clearance		9-07	9-07	9-07
CAL FIRE-157	DVBE Equipment Owner or Broker Declaration		9-07	9-07	N/A
CAL FIRE-170	CAL FIRE/DOF request for Contract, Equipment Acquisition and Travel Ban Exemption		3-06	3-06	N/A
CAL FIRE-249	Statistical Data Sheet		5-04	5-04	N/A
CAL FIRE-347	CAL FIRE Badge Retirement Request Form		11-06	11-06	N/A
F- 72	Material, Requisition or Transfer (MRT)		8-88	8-88	12-07
FC-33	Overhead Crew Equip Report		5-09	5-09	N/A

FORM	TITLE	APH	REV. DATE	Intranet Date	Sample Forms / Guide Cards
FC-33A	Fire Crew activity Record		5-92	5-92	N/A
FC-33C	Incident Timekeeping Summary for Custodial Personnel		11-06	11-06	N/A
FC 42	Time Sheet and Pay Voucher	3713	12-01	N/A pre-printed no	
FC-77	Camp Center Emergency Time Report		1-06	1-06	11-05
FC 77a	Camp/Center Emergency Time Report		4-89	4-89	11-05
FC-80	Camps manufactured Products Order Form		1-07	1-07	N/A
OFA 58 A	Request for G. S. Charge cards	3785	7-05	DAO use only- not for publication	N/A
OFA 58 B	Cancellation of G. S. cards	3785	6-02	DAO use only- not for publication	N/A
PO-35	Warrant Disposition		7-89	7-89	11-02
PO-123	Notice of Overpayment/Collection		5-07	5-07	N/A
STD-65	Purchasing Authority Purchase Order		7-03	7-03	12-07
STD-65a	Contract/Delegation Purchase Order Continuation		7-03	7-03	N/A
STD 76	State Records Center.....				N/A
STD-106	Stock Received Report (Excel)	2682	5-82	5-82	N/A
STD 107	Notice of Correct.....				N/A
STD 204	Payee Data Record		6-03	6-03	1-05
STD 210	Short Form Contract		6-03	6-03	N/A
STD-213	Standard Agreement		6-03	6-03	N/A
STD-213A	Standard Agreement Amendment		6-03	6-03	N/A
STD-215	Agreement Summary		4-02	4-02	2-98
STD-236	Hotel/Motel Transient Occupancy Tax Waiver		9-91	9-91	N/A
STD-255C	Excess Lodging Rate Request/Approval	3781	12-05	12-05	4-07
STD-257	OST travel Approval Request		5-94	5-94	N/A
STD-261	Authorization to use Privately owned Vehicle on State Business	3781	3-95	3-95	N/A
STD-262	Travel Expense Claim	3781	7-08	7-08	10-07
STD 262	Travel Expense Claim (sample)	3781	N/A	N/A	11-02
STD 435	Request for Duplicate Controller's Warrant/Stop Payment		9-00c	Available on DGS website	N/A
STD-438	RF Disbursement Voucher	3742	7-00	7-00	10-02
STD-439	Disbursement Voucher	2673	3-02	3-02	10-02
STD 440	Transfer Receipt	3630	6-00	Available on DGS website	N/A
STD-676P	Non USPS Adj Req-Payments (Meals/Lodging)	3698	3-01	3-01	N/A
STD-676V	Non USPS Adj Req-Payments (Rental Housing)	3698	3-01	3-01	N/A
STD-805a	State Agency Trust Check Replacement Application		9-01	9-01	N/A
STO BA	Report of Deposit guide card	3630	1-98	N/A	4-99

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)