

**MATERIAL, REQUISITION OR TRANSFER (MRT), F-72 –
FINANCE PROCESSING**
(No. 91 November 2005)

3710

Purpose/Use:

The Material Requisition or Transfer (MRT) F-72 is used for the following purposes:

- Intra-departmental document used to initiate a transfer of expenditures from one unit to another.

Examples are:

- Unit requests classes from Office of the State Fire Marshal (OSFM). This process is only used when a CDF unit requests, sponsors, and sets up an OSFM training course. (CDF 3712)
- IT document to transfer Teale Data Center costs from IT to the unit. (CDF 3715)
- Retrograde transfers. (CDF 7585)
- Orders for In-camp products. (CDF 6546)

The purpose of this section is the finance processing of the MRT so that appropriate units are credited or charged.

Reference/Authority

CDF [2668](#), Other Documents
CDF [3712](#), MRT – Office of State Fire Marshal (OSFM) Training
CDF [3715](#), MRT – Information Technology Services (ITS) – Teale
CDF [3845](#), Other Operating Expense Purchase Processes
CDF [6546](#), Orders for Products
CDF [3868](#), FC 40c MISCELLANEOUS RECAP SHEET
CDF [7585](#), Retrograde

Forms/Related Documents:

Material, Requisition or Transfer, [F-72](#)
Material, Requisition or Transfer guide card, [F-72gc](#)

MRT DISTRIBUTION

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The MRT is distributed as follows:

Original	Departmental Accounting Office (DAO)
Copy	Sent with the Order
Copy	Sent to the ordering unit finance for AFAS entry
Copy	Sent to the sending unit finance for AFAS entry

Fire See CDF 3868

Retrograde See CDF 7585

MRT – AFAS ENTRY

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When received, enter as an abatement or charge.

MRT – CALSTARS ENTRY

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When MRT is received in DAO do the following:

- Date and time stamp for receiving of document
- Sort by fiscal year

Audit the MRT as follows:

- Unit cost times Quantity issued
- Ensure the abatement and charges net to zero.
- Ensure the document number assigned is not a duplicate number.
 - If duplicate number, pull original document to verify if this is the same document.
 - If not the same document, contact unit for a new number.
- Run an adding machine tape of the dollar amounts. All amounts are added as positive.

Complete the CALSTARS Batch Header Slip (CALSTARS 25). Assign batch number (XXX) from the Type 05 log book found on the “F” drive.

- ED = 1
- FM = Use the current month available to enter documents.
- Claim Schedule No = leave blank

- Batch Count = the number of records to be entered. This number should be on the tape of dollar amounts
- Absolute Batch Amount = the positive amount from the adding machine tape
- Optional Net Batch Amount = will always equal “zero”
- Sign and date the document for the “Preparation” and the “Entry” of the batch.
- In the “Special Instructions” area, enter the transaction code, fiscal year and MRT document numbers so that what is contained in the batch can be identified.

Enter batch in CALSTARS

- On the menu, go to the “Comments” field and type “C.1.5”. This will bring up the batch header.
- Enter the Batch Header information from the CALSTARS 25. After entering all information from the CALSTARS 25, press the enter key.

Enter the following information:

TC	242
FFY	Fiscal year of MRT
REF DOC/S	Field assigned number of MRT. Leave suffix blank.
VENDOR/S	702050.03
CUR DOC/S	Same as REF DOC/S
INDEX	As identified
OBJ DTL/AO	object code as identified
PCA	As identified. NOTE: IF PCA 009XX OR 91103 OR OTHER PCA REQUIRES INCIDENT NUMBER, ENTER THAT NUMBER IN MULTI-USE FIELD.
AMOUNT	As identified
REVERSE	R in the field, if abatement is checked.
MULTI PUR	Incident number. Follow schematic as identified in CDF 3762.

- Balance and print batch
- Retrieve the batch print from the print room. Cut it on one of the paper cutters located in the Accounting Office. The size should be 8 ½ X 11
- Have batch print reviewed by co-worker. The co-worker, after verifying the data entry, will place a “check” mark, date and initials on the CALSTARS 25.
- When returned by the co-worker, correct mistakes (if any) in CALSTARS.
- Below the co-worker’s initials, add an “R”, date, and initials.
- In CALSTARS, release the batch. If necessary, change the CALSTARS batch header screen to the current month if the cut-off date has passed.
- File the released batches.

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

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

(see Forms or Forms Samples)