

MRT – OFFICE OF STATE FIRE MARSHAL (OSFM) TRAINING 3712
(No. 93 January 2006)

The Material, Requisition or Transfer Form F-72 (MRT) process is used when a CDF unit requests from the Office of State Fire Marshal (OSFM) a training course or bookstore materials for a CDF employee. This process allows OSFM to recover special fund program costs.

In cases where a CDF employee takes an OSFM training class that is sponsored by a non-CDF entity, the MRT process will not be used. The CDF unit will pay the non-CDF entity.

References:

[CDF 3762 Chart of Accounts](#)

Forms / Related Documents:

[Material, Requisition or Transfer \(F-72\)](#)

MRT PROCESS – CDF UNIT 3712.1
(No. 93 January 2006)

The CDF requesting unit must do the following:

Training Course:

Complete the MRT and attach behind the OSFM Course Scheduling Request Form.

Bookstore Materials:

Complete the MRT and attach behind the OSFM Bookstore Order Form.

For a sample of the F-72, refer to "[F-72 Sample – OSFM](#)" found on the intranet.

The following areas of the MRT must be completed:

Document number = The requesting unit "field assigned document number".

Transfer From = Complete the Location, Unit and Address portion as 5921, CDF/State Fire Training, PO Box 944246, Sacramento, CA. 94244-2460

- Transfer To = Complete the requesting unit Location, Unit and Address portion.
- Item Description = Indicate the specific class(s) being requested (FIRE PREVENTION 1A, LOW ANGLE RESCUE, EMT-BASIC, Etc).
- Ext. Cost = The total cost of the training course being requested including registration, student manuals and shipping. Do not include sales tax.
- A=Abatement = "A" block is checked to indicate the expenditure abatement to OSFM. Coding is 00-5921-337.01-59210.
- C=Charge = "C" block is checked to indicate the expenditure to the CDF unit. Coding must be completed by the requesting unit. Refer to CDF 3762.

The MRT must be signed, dated and approved by an authorized official of the CDF unit.

Unit Distribution: Original:
Submit to the OSFM course approval desk and attach behind the OSFM Course Scheduling Request Form

Or

Submit to the OSFM bookstore clerk and attach behind the OSFM Bookstore Order Form

Retain copy for unit files
Submit copy to unit finance for AFAS entry.

OSFM PROCESS
(No. 93 January 2006)

3712.2

Upon approval of the class, the OSFM course approval desk will do the following:

- Complete the "Filled By" on the MRT.
- Submit the original to DAO – MRT desk.
- Send one copy to OSFM unit finance.
- Send one copy to the requesting unit finance.

A credit of unused student manuals will only occur if the manuals are returned within 30 days after the start of the class per OSFM refund policy. If a credit is needed for unused student manuals and/or fewer students, OSFM unit finance will do the following:

- Prepare MRT for the amount of the credit only.
- Submit the original to DAO – MRT desk.
- Copy retained in OSFM unit finance files.
- Send copy to the unit finance receiving credit.

Upon shipment of the bookstore order, the OSFM bookstore clerk will do the following:

- Complete the “Filled By” on the MRT.
- Submit the original to DAO – MRT desk.
- Send one copy to OSFM unit finance.
- Send one copy to the requesting unit finance.

DAO PROCESS

3712.3

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The DAO – MRT desk will follow instructions found in CDF 3710 to record the MRT into CALSTARS.

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

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

[\(see Forms or Forms Samples\)](#)