

OVERVIEW OF HANDBOOK

3801

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This handbook presents administrative forms and processes, typically of a fiscal nature, whose use is applied primarily to incidents. In addition, this chapter provides guidelines on how to complete documents (such as purchase orders and compensation/claims forms) specifically within the context of incident management. The subject matter and governing organization is based on what the Incident Command System defines as the responsibilities of the Finance Section. The Finance Section is subdivided into the Time, Procurement, Compensation/Claims, and the Cost Units. This handbook also outlines how these forms are subsequently handled by the Unit, Region, and Sacramento Headquarters.

This handbook falls broadly into five sections:

1. Goals and agency-specific policies (Sections 3802 to 3827)
2. Personnel and equipment time recording (Sections 3830 to 3838)
3. Procurement documentation (Sections 3840 to 3847)
4. Compensation and Claims (Sections 3850 to 3858)
5. Cost documentation/cost summaries (Sections 3860 to 3869)

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

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

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