

OTHER OPERATING EXPENSE
PURCHASE PROCESSES **3845**
(No. 16 March 2002)

This section covers open invoices, manifests, bills of lading, travel expense claims and material requisition transfers.

OPEN INVOICES **3845.1**
(No. 29 March 2006)

Sometimes in the "heat of battle" purchases of goods and services are made without the preparation of a purchase document. The Finance Section or Unit becomes aware of it when an invoice arrives without backup documentation, or the vendor calls and wants to know why payment has not been made. This type of situation is in conflict with state and departmental policy, but it does happen.

When this occurs, a Std. 65 or CAL FIRE 93 should be prepared and a CAL FIRE employee(s) who has personal knowledge that the goods or service was ordered and received must be located to certify the invoice through signature. The invoice should then be processed normally through to the Accounting Office in Sacramento to be scheduled for payment.

AIRCRAFT MANIFESTS **3845.2**
(No. 16 March 2002)

When presented with a billing from an airline for the transportation of individuals' to/from an incident, be sure to verify that a manifest of passengers has been attached so that the billing can be tied to an order number. Obtain the manifest, if missing.

BILLS OF LADING **3845.3**
(No. 29 March 2006)

A bill of lading provides a listing of the contents of a shipment. Shortfalls in receipt are to be noted directly on the bill of lading by the individual taking receipt at the incident for CAL FIRE. The bill of lading should then be signed by both the CAL FIRE employee and (if possible) the carrier. This document must then be attached to the Std. 65 as justification for adjusting the vendor's payment. In addition, whenever the charge for freight is \$50 or more, the bill of lading **must be** attached to the Std. 65, whether or not there are any adjustments to the amount owed to the vendor. Freight charges of \$300 or more require approval by the Traffic Management Office of the Department of General Services prior to payment by the Sacramento Accounting Office. **If the freight charges exceed \$300, it cannot be paid for with CAL-Card.**

TRAVEL EXPENSE CLAIMS

3845.4

(No. 29 March 2006)

See Section 3847.1 on meals for special instructions on how to prepare the travel expense claim for meals eaten en route or otherwise not provided at incident base. Expenses to be charged to the Emergency Fund must have the 12-digit incident order number.

F-72 - MATERIAL REQUISITION TRANSFERS (MRTs)

3845.5

(No. 29 March 2006)

A common problem with MRTs on an incident is that they are over-looked as "charge" documents and not put through the normal accounting process (i.e., a debit to the incident, and a credit to the Unit). They are often missed in the preparation of ARC, as well. To solve the first problem, staff needs to be reminded that "charge" MRTs are to be processed with all the timelines and care of an Std. 65 and CAL-Card documents. To solve the second problem, the following procedure is required: The Unit filling the order is to send a copy of the MRT to the Incident Finance Section, and the MRT should be marked "ARC" copy. All other copies of the MRT, as currently required, remain unchanged.

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

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