

## **ORDERS FOR PRODUCTS FROM CAL FIRE ADMINISTRATIVE UNITS**

**6546**

(No.21 May 2016)

### **Responsibility**

#### **Unit Placing Order**

For CAL FIRE administrative units, orders for camp-manufactured products will be made by using the Material, Requisition and Transfer (MRT) form, F-72 (see Material Management Procedures Handbook). Inquiries of product availability should be made before submitting the MRT.

## **ORDERS FROM CDCR AND OTHER PUBLIC AGENCIES**

**6546.1**

(No.21 May 2016)

### **Responsibility**

#### **Unit Placing Order**

CDCR administrative units and other public agencies requesting products should place orders via agency purchase order made out to the camp. Again, inquiries of product availability should be made prior to placing orders.

The Camps-Manufactured Products Order Confirmation Form (FC-80, REV. 3/93) is a customer order confirmation form and a CAL FIRE accounting document. It is not intended to be used by the customer agency as an initial order form.

If the customer order is received without a purchase order, the receiving camp, if they choose to accept the order, should complete the FC-80 and return it to the customer with a request that they return a signed copy to the camp. Signatures on the FC-80 indicate that both parties have agreed to quantity and price.

1. This step may be omitted if a purchase order is received with the order, provided the camp agreed to accept the order.
2. In cases where the camp is not able to accept the order, the customer should be contacted and the reasons for refusal explained.

When the product is finished and has been shipped, complete the Shipped and Total columns and secure the signature of the Division Chief in the space provided. Follow the Order Form Completion and Distribution instructions listed below.

## **FORMS AND/OR FORMS SAMPLES: RETURN TO CAL FIRE LIBRARY HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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