

File Code: 6540

Date:

Subject: Payment of OF-286(s) Emergency Equipment Use Invoice(s)

To: USDA - Forest Service
Albuquerque Service Center
Incident Finance – EERA (Mail via overnight mail)
101B Sun Avenue NE
Albuquerque, NM 87109

Enclosed are the forms necessary for processing EERA payments as follows:

Optional unique Unit/Incident “Batch Number” to track this package (*e.g.: ID-BOF-001*): _____

Number of OF-286s Mailed: _____

List of OF-286 invoice numbers (*or attach list*):

I have verified, attached, or have on file the following (*mark the appropriate boxes*):

DOCUMENTS FORWARDED TO ASC-IF:

- Original OF-286(s) with original signatures of the Vendor and Receiving Official (*does not need to be on pink paper*).
- Copy of OF-294(s) Emergency Equipment Rental Agreement with correct rates of pay referenced on the OF-286 (*Only required once per incident*)
- Copy of Resource Order--*Resources processed outside of ROSS only. Otherwise all invoices should include the request number only.*

DOCUMENTS REMAIN IN INCIDENT FINANCE FILE:

Follow direction in Interagency Incident Business Management Handbook Chapter 40; Section 46 Exhibit 05.

Please contact _____, at phone number _____ with any questions and/or concerns through (DD/MM/YY) _____. Otherwise, please contact the Regional Incident Administrative Coordinator for Forest Service Region No. _____. As Reviewing Official, I certify the accuracy, appropriateness and legality for payment of the enclosed OF-286(s).

Name: _____

Title: _____