

**USDA FOREST SERVICE
2008 INCIDENT FINANCE CONTACTS
Attachment D**

**USDA-FOREST SERVICE
ASC – INCIDENT FINANCE
101B SUN AVENUE NE
ALBUQUERQUE, NM 87109**

EMAIL: ASCIPC@FS.FED.US
FAX: (866) 816-9532
PHONE: (877) 372-7248

Jeff Park, Branch Chief for Incident finance

Marylea Lockard, Program Manager for Contracts, EERA, Incident
Accruals and Job Codes

Starla Grill, Program Manager for Cooperative Fire Protection Agreements,
International Agreements, Casual Pay, and National Response Plan Billings
and Payments (including first contact for FEMA Job Codes)

Patsy Michel, Operations Manager for EERAs, National Contracts, Incident
Job Codes and GSA Short Term Program Rentals

Dwayne Johnson, Operations Manager for Aviation and Full Service,
Mobile Retardant Contracts and Incident Accruals

Patti Weaver, Operations Manager for Cooperative Fire Protection
Agreements and national Response Plan Payments and Billings

Bill Divett, Operations Manager for Casual Pay

**2008 EMERGENCY INCIDENT BPA (BLANKET PURCHASE
AGREEMENT) PAYMENT PROCEDURES
(NOT PAID BY GOV'T CREDIT CARD)
Attachment E**

Blanket Purchase Agreements (BPA) utilized to procure suppression resources ordered through the dispatch system when the Vendor does NOT accept Purchasing Card Management System (PCMS) Visa procurement cards for payment. Please note that Blanket Purchase Agreement instruments are being phased out for acquisitioning Call-When-Needed Aircraft. Specific payment direction outlined in the BPA takes precedence over the following general guidance.

INCIDENT UNIT RESPONSIBILITY:

- Submit all original receipting documents (cash register receipts, delivery invoices, etc.) to the ASC-IF. Ensure that proper documentation is included and completed (original signatures, Job Code, region/unit override) for each receipting document as follows:
 - a. Original Commercial Invoice(s) and/or Cash Register Receipt with costs broken down by P-Codes and signature receipting for goods and/or services (signature, title, and date), and
 - b. When order is not placed and tracked through ROSS provide a copy of the Resource Order, when order is placed and tracked through ROSS provide the Resource Order number (Unique Request Number), OR
 - c. Copy of Delivery/Task Order for resources ordered for project (non-emergency) purposes, and
 - d. Other pertinent documentation; i.e., applicable logs, general messages, etc.
 - e. Prepare the BPA Transmittal Sheet

- Overnight Mail to:

USDA-Forest Service
ASC - Incident Finance
101B Sun Ave NE
Albuquerque, NM 87109

- Keep copy of all documentation forwarded for the Incident Unit's records.

- Refer calls from BPA vendors to the ASC at 877-372-7248