

Exhibit 5

Commercial Rental/Service Envelope Instructions

COMMERCIAL RENTAL/SERVICE ENVELOPE				
PAID BY BUYING TEAM (COST CAPTURED ON BUYING TEAM SPREADSHEET)				
VENDOR:			PHONE NO: POC:	
INCIDENT NAME:			INCIDENT NO:	
RESOURCE ORDER NO.	DESCRIPTION	INCIDENT LOCATION	EST ARRIVAL DATE	DATE RELEASED
BUYER:		BUYING TEAM NAME:		
<small>RETURN THIS ENVELOPE TO THE BUYING TEAM WHEN EQUIPMENT IS RELEASED. Enclose all pertinent documents including:</small> ____commercial rental agreement ____resource order(s) ____shift ticket(s) () only one shift ticket required with beginning and ending date for rental period for each RO. () shift ticket required for each day of rental ____signed delivery tickets from vendor ____other documentation pertaining to this order				
<small>NFES 002113</small>		<small>NWCG-IBC Test Form (1/2014)</small>		

The NFES 002113, Commercial Rental/Service Envelope (pictured to the left), is used on incidents by Buying Teams for the collection of documents that will be used to pay vendors for rentals and services obtained outside of national contracts or Preseason Incident Blanket Purchase Agreements (VIPR). When utilized by a Buying Team, the Commercial Rental/Service Envelope (also referred to as the “white” envelope):

- **is sent to the Finance section to manage.**
- **is returned to the Buying Team at time of equipment demobilization for payment processing.**

Note: DO NOT send the Commercial Rental/Service Envelope to the Albuquerque Service Center Incident Finance Unit. Contact your respective Buying Team with any questions.

When the Commercial Rental/Service Envelope is sent to camp:

Camp personnel within Finance will receive and maintain the envelope.

- Envelope will contain a commercial rental agreement, resource order, shift ticket(s), signed delivery tickets and any documentation pertaining to the order.
- Vendor and resource is listed on the front of the envelope.
- Envelope cover will contain instructions on the number of shift ticket(s) required.
- Finance will keep the envelope and place all related documents in the folder, such as waybills, invoices, shift tickets, etc.

Once equipment is ready for demobilization:

Camp personnel will return the envelope to the Buying Team after equipment has been demobilized.

- Call vendor contact on the front of envelope to arrange pick up/delivery.
- Return with all related documents obtained at camp to your assigned Buying Team. Buying Team will arrange for payment.
- Notify Dispatch of demobilization date/time.

Questions:

Contact the Buying Team assigned to your incident or your local Acquisition Service Area.