**FINANCE MESSAGE FOR FEDERAL RESOURCES**

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| **Fire Name:** Fay Fire |
| **Fire Number:** CA-KRN-032853 |
| **Accounting Code:** PNS5KU/1532 |
| **Email:** 2025.fay.finance@firenet.gov |
| **Contact:** Samantha Gaulding 909-454-4212 |

**Finance Documents Needed upon “Check In” (If Not Already Submitted):**

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| **Please email these documents or scan the QR Code below, attach & submit.** |
| **FED Equipment/ Crews:*** Manifest - showing employment type (GS or WG) or AD rates if applicable
 | **Overhead:*** AD/Casual Hire Form
* If regular Agency please ensure “GS” or “WG” is written on your CTR
 | **Contract Equipment/ Contract Crews:*** Agreement
* Manifest
* Resource Order
* Inspections
 | **Cooperator:*** Cooperative Agreement
* Resource Order
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**Submit Shift Tickets and/or Crew Time Reports every 1 – 2 days via email**

**When emailing finance:**

* Overhead/FED: *subject line*: TIME, Resource #, Resource Name
* Equipment/Cooperator: *subject line*: EQTR, Resource #, Resource Name

**Prior to your demob date, please contact Finance *via email* to expedite the demob process. Upon submittal of your final CTR/Shift Tickets, Finance will email you copies of your pay documents for review and signature.**

