DIRECTIONS FOR FILLING OUT A CTR/SHIFT TICKET AND SUBMITTING THEM ELECTRONICALLY

Resources please follow these directions for submitting your CTR/Shift Ticket electronically.

Please use the fillable CTR/Shift Ticket that is also attached to this QR code.

Please make sure that you completely fill out your CTR/Shift Ticket with all of the information that it requires.

\*Use your name that is on your resource order – not your nick name or

\*Please fill in your entire Resource Order number – example O-29.51

Once you have filled out your CTR/Shift Ticket, please name your pdf with the following naming convention: DocumentName.ResourceOrder.FirstInitialLastName.Date

 Example: CTR.O-29.1.sgoldman.9.4.20

 Shift.E-35.rtrucking.9.5.20

Please email your properly named CTR/Shift Ticket electronically to your supervisor for signature.

 \*You may want to cc yourself on this email

Supervisor will sign the CTR/Shift Ticket and then send them to the proper firenet email address.

 BOBCAT 2 FIRE: 2020.bobcat2.finance@firenet.gov

 2020 CAOSC STAGING: 2020.staging.finance@firenet.gov

 \*Supervisors – please cc the resource so that they are assured that their CTR/Shift Ticket was

 submitted.

**For any questions concerning Finance issues please contact Jennifer Gallagher at 1-989-339-7097**