Finance Transition Plan

Kevin O’Brien FSC2 507-523-2183

John Kelly Time 507-206-2839

Sharon Karr, Purchaser, 218-666-0028

Finance tasks will be taken over by local staff with Lona Yakich as lead supported as needed with office staff.

TIME – Time posting for remaining personal will be closed out on ISUITE and OF-288 timesheets printed out. A MNICS kit computer with a copy of the Pagami Creek ISUITE database will be left with the district to continue time posting.

Procurement – No outstanding issues remain unresolved. Local procurement will be handled by district staff. Sharon Karr can help with procurement on a as needed basis.

COST – The final cost projection for the Team B will be run and reported on the 209 for Saturday 10, 2011. The final Accruals upload to the Albuquerque Service Center will be completed for 9/10. Accruals are not required of IMT #3. Cost projections through Tuesday will be submitted to the district before transition.

Compensation for Injury – Paperwork for the 2 minor injuries are complete and copies provided to individuals. Incident copies have been destroyed as per agency requirements. Medical log is in Finance Package.

Final Finance Packet will be passed to Lona Yakich. A copy of the ISUITE database was included on a CD. Passwords included in CTSP documentation in Plans final packet. ISUITE database will be uploaded to Data Repository on ISUITE website on 9/10/2011 @ 1800. SSN will be purged from database after data repository upload.