2026 MT-BDF Finance Instructions

SM.FS.MTBDFFinance@usda.gov

Finance for local incidents not managed by a formal or ad-hoc IMT on the Beaverhead-Deerlodge National Forest is virtual and staffed by local employees. Depending on the circumstances, these individuals may be working primarily after hours.

Finance will need the following:

Contracted Equipment	Contract Crews	Cooperators	ADs
Agreement *Shift Tickets Inspections Lodging receipts if RON authorized	Agreement/Contract Manifest CTRs Inspections Lodging receipts if RON authorized	Order Agreement Shift Tickets/CTRs	Casual Hire Form or Crew Manifest

*Commercial invoices are acceptable for unoperated support equipment (i.e., portable toilets, handwash stations, internet services, etc.)

<u>Standard finance practices:</u>

- Submit all documents electronically to SM.FS.MTBDFFinance@usda.gov
    - PDF is best!
        - iPhone users: the Notes App is free and already on your phone.
- Submit shift tickets and/or CTRs every 2 days at a minimum.
- Please provide a phone number.

<u>Demob process:</u>

- All shift tickets and lodging receipts if a camp is not provided and RON expenses are authorized are submitted.
- Contractors should also send a performance evaluation, if one was provided.
- Finance will send you a draft invoice to review. Review document for accuracy and respond to the email with notes and questions.
- When the draft is correct, Finance will email you an original invoice for signature.
- A fully signed copy will be sent to you for your records.
- Invoices will be submitted for payment or provided to the resource for Cooperators and DOI ADs.
- Contract payment questions after demob can be answered by utilizing ASC B&F Contact Center.
    - 1-877-372-7248 or SM.FS.SUPRT@usda.gov

Thank you!