

Guidelines for Making Payments for Emergency Equipment Rental Agreements (EERAs)

Ensure that payment documents with supporting invoices contain all of the required approvals. Return all documents that do not meet payment requirements to the incident unit for correction.

- **Documents Needed.** In order to make payment, complete and submit the following documents:

- a. Copy of the Emergency Equipment Rental Agreement, OF-294.
- b. Original of Emergency Equipment Shift Tickets, OF-297.
- c. Original of Emergency Equipment Use Invoice, OF-286.
- d. Emergency Equipment Fuel and Oil Issue Tickets, OF-304.
- e. Repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions to, or deductions from, the payments.

See Chapter 20 of the Interagency Incident Business Management Handbook for samples of these forms.

- **Document Review.** Audit each document as follows:

- a. Verify that rental rates are transferred correctly from Form OF-294 to Form OF-286.
- b. After a complete review of the Form OF-297s for conflicting and/or duplicate dates and times, verify that the dates and times are transferred properly to Form OF-286.
- c. Verify unit price extensions on Form OF-286.
- d. Compare the daily Guarantee with the total Amount Earned and pay whichever is greater. Check the first and last day of the Guarantee to verify that the full or half amount is paid for that day.
- e. Deduct the cost of fuel, oil, repairs, and/or commissary items provided by the Government. Verify that these amounts are transferred from all issue sheets.
- f. Add the authorized cost of fuel, repairs, and so forth, provided by the contractor.

- g. Ensure that amounts shown for settlement of disputes are documented and approved by a contracting officer, either on Form OF-286 or an attachment thereto.
- h. Check that the Taxpayer Identification Number is provided.
- A review and audit must be conducted by trained and experienced personnel other than the person who prepared the EERA invoice, i.e., other than the equipment time recorder. This review and audit must be conducted by a person other than the cardholder/check writer if these payments methods are used.
- **Restricted Payments.** The following must not be paid with a charge card or convenience check:
 - a. National contracts except when approved by the issuing contracting officer. Approval should be documented and filed with the payment.
 - b. EERAs that identify a specific payment office or unusual payment terms unless the issuing contracting officer has reviewed and approved the payment. Approval should be documented and filed with the payment.
 - c. Personnel hired under the Pay Plan for Emergency Workers (Administratively Determined (AD) Pay Plan) must be paid separately and not included with the equipment payment.
- After payment, clearly mark the original invoice “PAID” and attach a copy of the charge slip, if available, or a copy of the check. Note the name of the cardholder and the date of payment if not clearly evident.
- If payment is made by convenience check, complete the TF-1099 form (checks are not considered electronic payments).
- Leave a summary of the payments made by each cardholder/check writer, along with the original payment documentation, with the incident agency. Retain a copy of the payment documentation for the cardholder/check writer reconciliation files.