

Engine Boss/Single Resource Paperwork Checklist

- € Copy of Resource Order
- € Copy of Incident Qualification Card (red card) for each assigned crew member
- € Copy of *Crew Time Report Standard Form 261 (CTR)*
- € Original copy of OF-288, *Incident Time Report*, reviewed and signed by each assigned crew member
- € Original copy of the OF-297, *Emergency Equipment Shift Ticket*, reviewed and signed
- € Original copy of the OF-286, *Emergency Equipment-Use Invoice*, reviewed and signed
- € Completed and signed Travel Voucher, Exhibit F-1, for each assigned crew member, reviewed and signed
 - Motel receipts must accompany the travel voucher (**NOTE** if they were paid by individual or by department credit card)
 - If pertinent – baggage receipts, car rental receipts, gas for car rental receipts
 - Fuel receipts for District apparatus need to be turned into department treasurers for payment
- € Original copy of Optional Form 304, *Fuel and Oil Issue Ticket*, reviewed and signed
- € Any additional pertinent paperwork
 - Copy of Evaluation Form
 - Any General Messages that are applicable
 - Resource Extension Form

***It is understood that not all incidents require all listed paperwork. Some incidents may use electronic versions of paperwork. If the incident has not sent your paperwork in a timely manner let the Agent for the District know about the delay and then contact the fire.*