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**FIREFIGHTER CHARGE CARD CHEAT SHEET**

PURCHASE CARD		
CATEGORY	LIMIT	EXAMPLES
All supplies, equipment, materials, goods	\$10,000	Office/Field Supplies  Tools Books Fire Cache Items Office Equipment Subscriptions
Professional Services	\$10,000	Consultants
Non-Professional Services	\$2,500	Janitorial, Lawn, Plumbing, etc. Services
* \$30,000 monthly cycle limit		
* Cardholders will not intentionally abandon contracted vendors for non-contracted vendors with the higher single purchase limit.		

FLEET CARD		
CATEGORY	LIMIT	EXAMPLES
All supplies, equipment, materials, goods for assigned vehicles with I-Plates	\$10,000	Full replacement of tires (including incidental installation).  Other supplies/materials
Routine Automobile Services	\$10,000	Repairs (approval may be required) and maintenance of Class 600 vehicles (i.e., fire engines/dozers) - WHEN <b>NO</b> LONG TERM CONTRACT (BPA)
	\$2,500	Maintenance of Government-owned vehicles, except Class 600 vehicles (i.e., fire engines/dozers) - WHEN <b>NO</b> LONG TERM CONTRACT (BPA) IS IN PLACE.
All other services	\$2,500	Repairs/Towing for Government-owned vehicles, except Class 600 vehicles WHEN A LONG TERM CONTRACT (BPA) IS IN PLACE.
* \$20,000 monthly cycle limit		
* Cardholders will not intentionally abandon contracted vendors for non-contracted vendors with the higher single purchase limit.		
* Any WCF transactions require WCF approval.		
* If a repair is due to an accident, driver must complete a DI-103		
*SERVICE VS. SUPPLY: If the intent is to fix/rebuild something that is broken - it is a service.		

FIRE EMERGENCY CARD (CREW CHIEF)		
CATEGORY	LIMIT	EXAMPLES
Meals and Lodging for person other than self	\$10,000	Meals and Lodging for a crew member without a travel charge card
Incident Meals/Lodging	\$10,000	In support of an incident
*NOTE: Incident purchases may be made with this card if the employee does not possess a regular purchase card (red). This card is not to be used for non-incident purchases, including ESR or Rx. * \$30,000 monthly cycle limit (for most)		

TRAVEL CARD		
CATEGORY	LIMIT	EXAMPLES
Relating to temporary duty status and means of getting there		Individual Lodging Individual Meals Parking Fees Concur Fees Baggage Fees Rental Car with fuel Conveyance (airfare, taxi, etc.)
* \$8,000 monthly cycle limit		

MOST COMMON BOCs	
211B	Concur Fees
211C	Commercial Airfare
211D	Lodging
211I	Baggage, Rental Car Fuel, Parking Fees
211R	Rental Car-while in Temp Duty Travel
211T	Taxi, Urber, Lyft, etc.
233L	Commercially Rented vehicle
252S	Tuition
252T	Training Registration Fees
258A	Meals/Lodging for specific person other than self (Crew Chief)
257D	Vehicle Repair/Maintenance
261A	Office Supplies
261M	Motor Vehicle Supplies
264A	Building Supplies
264B	Field Supplies
265F	Food and Beverage (for an incident)
265S	Safety Supplies
269F	Fleet Vehicle Fuel
269G	Non Vehicle Fuel

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BLM CHARGE CARD DOCUMENTATION FOR FIRE & ALL-HAZARD PURCHASES

INDIVIDUAL TRAVEL PAID WITH TRAVEL CARD	
Transaction	Supporting Documentation
Travel (hotel, transportation, etc.)	<ul style="list-style-type: none"> <li>▪ Purpose, Place, Period of time</li> <li>▪ Itemized Receipts</li> <li>▪ Resource Order you were ordered under (O, E, C, A)</li> </ul>
TRAVEL FOR OTHERS – FIRE EMERGENCY CARD (CREW CHIEF)	
Transaction	Supporting Documentation
Lodging (your own crew)  Each individual with a travel charge card shall pay for their own lodging (see travel card section above).	<ul style="list-style-type: none"> <li>▪ Resource Order they were ordered under (O, E, C, A)</li> <li>▪ Itemized Receipts – Each name must be listed</li> </ul>
Lodging (for other than your own crew)  For individuals without a Government Travel card only.	<ul style="list-style-type: none"> <li>▪ Resource Order they were ordered under (O, E, C, A)</li> <li>▪ Itemized Receipt – Each name must be listed</li> </ul>
Meals procured for YOUR crew  Each individual with a travel charge card must pay for their own meals.	<ul style="list-style-type: none"> <li>▪ Resource Order they were ordered under (O, E, C, A)</li> <li>▪ Itemized receipt, type of meal (B/L/D), Number of meals, List of names</li> </ul> <p><b><i>Cost must stay with-in the meal allowance for each meal. Exceptions: see “Feeding the Firefighter”</i></b></p> <p><b><i>A gratuity is allowable up to 15% unless a higher rate is clearly stated by the establishment for large groups.</i></b></p>
Meals Procured for an incident (local buying team)  Meal Orders exceeding \$10,000 require a warranted CO	<ul style="list-style-type: none"> <li>▪ Resource Order (S#)</li> <li>▪ Itemized receipt – Date and type (B/L/D/S) of meals provided and signature of receipt</li> <li>▪ Individual names not required for Meal Authorization Form containing details of order.</li> </ul> <p><b><i>Cost for meals must stay with-in the allowance for each meal unless negotiated by a warranted Contracting Officer</i></b></p>
Incident Purchases (for those cardholders who do not possess a red purchase card)	<ul style="list-style-type: none"> <li>▪ Resource Order (S#)</li> <li>▪ Itemized Receipt</li> <li>▪ Waybill and/or signature of receipt (if applicable)</li> </ul> <p><b>This card SHALL NOT be used for non-incident purchases, including ESR and Rx.</b></p>
PURCHASE CARD	
Transaction	Supporting Documentation

Purchases	<ul style="list-style-type: none"> <li>▪ Resource Order (S#)</li> <li>▪ Itemized Receipt</li> <li>▪ Waybill and/or signature of receipt (if applicable)</li> </ul>
<b>PURCHASE CARD (continued)</b>	
Transaction	Supporting Documentation
IT Related – coordination with local unit IT is required (includes telecommunications and radio equipment)	<ul style="list-style-type: none"> <li>▪ Resource Order (S#)</li> <li>▪ Itemized Receipt</li> <li>▪ Rental computers should be procured under the Forest Service BPA</li> <li>▪ DI-105</li> </ul>
Agency Provided Medical Care (APMC) <i><b>APMC should be the exception. Follow the guidelines in SIIBM.</b></i>	<ul style="list-style-type: none"> <li>▪ M# is required, serves as resource request number and is maintained by agency finance personnel. One number issued per medical incident</li> <li>▪ Prescriptions require a Resource Order (S#) and itemized receipt with signature of receipt.</li> </ul>
Commissary	<ul style="list-style-type: none"> <li>▪ Resource Order (S#)</li> <li>▪ Itemized Receipt</li> <li>▪ Employee name, crew/engine identifier</li> <li>▪ Waybill, Commissary Issuance sheet, and/or signature of receipt</li> </ul>
Government Issued Property, Lost or Damaged	<ul style="list-style-type: none"> <li>▪ Resource Order (S#)</li> <li>▪ Itemized Receipt</li> <li>▪ Waybill and/or signature of receipt (if applicable)</li> <li>▪ Property Loss or Damage Form with appropriate level of approval</li> <li>▪ Return of damaged property to home unit may be required (accountable/trackable/sensitive items)</li> </ul>
Personal Property, Lost or Damaged	<ul style="list-style-type: none"> <li>▪ Claim must be filed – DO NOT replace with purchase card</li> <li>▪ DO NOT replace with purchase card or authorize an S#.</li> </ul>
Property (accountable or sensitive) – new procurement	<ul style="list-style-type: none"> <li>▪ Resource Order (S#)</li> <li>▪ Itemized Receipt</li> <li>▪ DI-105</li> <li>▪ Items considered accountable and sensitive require coordination and proper approval from the local unit Property Staff</li> </ul>
Rental Car Damage -DOD Contract	<ul style="list-style-type: none"> <li>▪ Resource Order (S# or E#)</li> <li>▪ Claim is filed and handled by the employee’s home unit.</li> <li>▪ Refer to the terms of the agreement.</li> </ul>

<p>Fuel – NOTE: VIPR contracted fuel vendors are required by their IBPA to accept charge cards when dispensing fuel at an incident. This direction applies only to those situations where a contract vendor is not available (i.e., enroute to a fire).</p>	<p><b>Do Not Pay for Agency Fleet Fuel, Rental Car Fuel for your own rental (use travel card), or Privately Owned Vehicle (POV) Fuel with Purchase Card</b></p> <ul style="list-style-type: none"> <li>▪ Final invoice will include an itemized list of all charges</li> <li>▪ Fuel procured on behalf of a contractor will be deducted from their invoice if appropriate</li> </ul>
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<b>CORPORATE CARD</b>	
Transaction	Supporting Documentation
<p>BLM Corporate Card</p> <p><u>Fire Use</u>: Used to procure airline tickets for fire personnel during an incident. The corporate card is not to be used for rental cars, lodging or meals.</p> <p><u>Non-Fire Use</u>: Used to procure airline tickets for employees who do not possess a government-issued travel card.</p>	<ul style="list-style-type: none"> <li>• Resource Order Number for each ticket</li> <li>• Itinerary for each ticket</li> <li>• Travel voucher (if available)</li> </ul>

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