

# HIGHWAY FIRE FINANCE

CA-TNF-000998

P5QJ8A (0517)

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**Please send your Finance documents and/or questions to the following:**

**Email:** [2023.highway.finance@firenet.gov](mailto:2023.highway.finance@firenet.gov)

Use the following **keywords** in the **subject line** of your email so they get routed to the proper location:

**Personnel Time** (Agency Overhead, Agency Crews/Engines, AD's, Cooperators)

Subject Line of email should include **any** of the following options:

- CTR, Crew Time Report, Time, Overhead

**Contract Equip/Crews** (VIPR, National Contract Crews, etc)

Subject Line of email should include **any** of the following options:

- Shift Ticket, Equipment, Contractor

Write legibly and be sure to add your Request# in the right-hand corner of your shift ticket.

Please make sure your CTR's and Shift Tickets are signed by a government official

**Finance Phone #:** (541) 554-9789 (DO NOT Send any finance documents via text)

PLEASE ENSURE THE BELOW DOCUMENTS ARE EMAILED TO FINANCE:

<b>Agency Equipment/Crews:</b>	<b>Overhead:</b>	<b>Contract Equipment/Contract Crews:</b>	<b>Cooperator:</b>
<ul style="list-style-type: none"><li>• Manifest</li><li>• Resource Order</li><li>• CTR's</li></ul>	<ul style="list-style-type: none"><li>• Resource Order</li><li>• AD Hire Form (If an AD)</li><li>• CTR's</li></ul>	<ul style="list-style-type: none"><li>• Agreement/Manifest</li><li>• Resource Order</li><li>• Shift Ticket</li><li>• Inspection Forms</li></ul>	<ul style="list-style-type: none"><li>• Cooperative Agreement</li><li>• Resource Order</li><li>• Shift Ticket</li><li>• Inspection Forms</li></ul>