

BUYING TEAM ELECTRONIC DOCUMENTS

Standard Operating Procedures

Electronic Filing System Setup: (Firenet) Buying Team Channel for working files

- 01_Buying_Team_Documentation
 - 01_DelegationOfAuthority
 - 02_TimeSheets
 - 03_Warrants_BuyingTeam
- 02_Buying_Team_Spreadsheets
- 03_Commercial_Agreements
- 04_Emergency_Equipment_Rental_Agreements
- 05_Land_Use_Agreements
- 06_Pending_Documents
- 07_Property_Transfer_Forms
- 08_Receipts
- 09_Transition_Documents

Electronic Filing System Setup: General > eDOC Box01_Buying Team

- 01_Buying_Team_Documentation
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See Exhibit 01 for naming conventions for each of the above folders.

Note: All dates are in format YYMMDD i.e. 230510

No special Characters

All scanning should be done upright and same direction for ease of review.

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Table 1.

Document Type		Naming Convention	Example
Incident Folder		Name_Number_JobCode	Museum Fire_CA-SHF-00144_P5D6EK
Sub folders under each incident	Sub sub-folders under each incident	Naming Convention	Example
01_BuyingTeamDocuments	01_DelegationOfAuthority	DelegationOfAuthority_YYMMDD_BT Leader Name	DOA_230519_JaneSmith
	02_TimeSheets	288F_BT Members First/Last Name	288F_JaneSmith
	03_Warrants_BuyingTeam	If applicable: CTR_BT First/Last Name YYMMDD-MMDD	CTR_JaneSmith_230510-0512
		Warrant_FirstLastName	Warrant_JaneSmith
02_BuyingTeamSpreadsheet		BT Spreadsheet_FireName_YearMonthDay	BTSS_WoodburyFire_230519
03_CommercialAgreements	Vendor Folders	VendorName_Resource Order Number	UnitedRentals_S35
		AgreementTupe_Vendor Name_Resource Order Number(s)_Description	COM_UnitedRentals_S35_LightTowers_Mod01 COM_CityOfOakland_S94_GreyWaterDisposal
		Invoice_VendorName_Payment Date_Resource Order Amount	Invoice_UnitedRentals_230510_S35_547.64
04_EmergencyEquipmentRentalAgreements		Agreement_Vendor Name_Agreement Number Modifications notes with MOD then number.	EERA_MountainSky_1283Z220K5016 EERA_MountainSky_1283Z220K5016_Mod01
05_LandUseAgreements		Agreement Type_Vendor Name_Agreement Number_RO# Modifications notes with MOD then number.	LUA_CityofRedmond_1283Z220K4015_S1 LUA_CityofRedmond_1283Z220K4015_Mod01_S1
06_PendingDocuments	Once paid moved to Commercial Agreements	Vendor Name_Resource Order Number(s)_Description	UnitedRentals_S35_LightTowers CityOfOakland_S94_GreyWaterDisposal
07_PropertyTransferForms		Property Form Number_resource order number _Type of Item	107_S234_4TBHardrive

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Sub folders under each incident	Sub sub-folders under each	Naming Convention	Example
08.Receipts (Final and paid documents)	Vendor Folders	Spell out full vendor name Receipt Packages: Receipt_Vendor Name_Date of purchase_Resource Order Number(s)_Dollar amount Package Order: (top down) 1. Completed waybill 2. Receipt/invoice 3. Any other supporting documentation (i.e. emails, commercial agreement, credit card purchase order form per agency etc.) 4. Resource Order	Example: Walmart NapaAutoParts (NOT Napa) CHARGES: Single S# Receipt_HomeDepot_230510_S24_201.44 CityOfHelena_230511_S558_81.69 Walmart_230510_S71_65.99 Walmart_230510_S104_97.62 Multiple S# Walmart_230510_S289_S312_75.93 Walmart_230512_S384_385_389_391_61.83 CREDITS: HomeDepot_230513_S24_201.93_Credit
09.TransitionDocuments		TransitionDoc_Buying Team Name_Date	TransitionDoc_SouthwestBT_230520