

SUPPLEMENTAL DOCUMENTATION

CAL FIRE 93

- ◆ Any service requires the completion of this form. The “Paid by CALCard” box should be checked **YES**.
- ◆ A paid itemized invoice must be included.
- ◆ The service must be descriptive of the work performed.
- ◆ The Service Order must be signed by the vendor; you cannot use the statement “invoice in lieu of signature”

STD 65

- ◆ Any purchase that exceeds \$2499.99 and/or is made through a leveraged purchase agreement (i.e. state contract) must have a completed STD 65 attached. The “Paid by CALCard” box should be checked **YES**.
- ◆ There must be three different signatures on the STD 65, the receiver cannot be the same person who makes the purchase or approves the purchase.

STD 204

- ◆ When doing business with a new vendor, completion of this form is necessary **BEFORE** making the purchase.
- ◆ If the vendor checks the box as a corporation or partnership, they must provide their Federal Employer Identification Number.
- ◆ If the vendor is a **SOLE PROPRIETOR**, they must provide their **SOCIAL SECURITY NUMBER – NO EXCEPTIONS**.
- ◆ It is imperative that you review the completed 204 before leaving the business for the accuracy of the above information.

CAL FIRE 20

- ◆ Any service requires the completion and attachment of this form. You should **SUBMIT WITH YOUR PACKAGE AND** keep it on file, as it only needs to be completed once per **CALENDAR** year by the vendor, and make copies for any subsequent services.

CAL FIRE 720

- ◆ Any transaction of goods requires the completion and attachment of this form. You should **SUBMIT WITH YOUR PACKAGE AND** keep it on file, as it only needs to be completed once per **CALENDAR** year by the vendor, and make copies for any subsequent transactions.