

INCIDENT PURCHASING

- ♦ Restaurant meals need a roster (AO-341) with **ORIGINAL** signatures, restaurant name, date, incident and cardholder name. Request numbers should also be included.
- ♦ Lodging also requires the same roster, with the same necessities. You must also add room information for the employees on the roster. Once again **ORIGINAL** signatures are required.
- ♦ If you purchase “take out” food on an incident, a roster is not needed. You must identify the purchase as “Take Out Meals for a Going Fire”, the incident name and number.
- ♦ You can pay a gratuity or tip with CALCard that is assessed by the vendor. You must write the following statement on your receipt: *“Gratuity was assessed by the vendor and not offered by the purchaser”*