

Cache Ordering Policies

1. **Requisitions** accepted for purchasing items using either purchase card or job code.
 2. **Incident Replacement orders.** Replace items while at incidents. Only the Incident or Incident Unit can authorize replacement orders.
 3. **Going Incident Orders** – All line items are to be returned. Items not returned will be billed for. Cache will be calling after control of the incident for the return of everything. Orders to be closed out within 45 days of control.
 4. **Presuppression Orders** – Identify at time of order what will be returned at the end of the season and what can be billed for. Each line of order needs to be identified. Billing will occur shortly after order placement for items being kept. All billing will be done by mid-September of each year.
- **Other ordering notes** –
 - a. Order all pumps and saws on pre-suppression orders, not small incident orders. If pump or saw breaks, tag it with info from the incident, but order replacement on your pre-suppression order.
 - b. CPF/SUF has pre-set pre-suppression orders – Keep track of request numbers as you use them
 - c. Cache will be calling for return of all incident orders after control. Need to have incident orders finalized within 45 days of control.