

Email & Faxing Process for Payments, Contracts & Agreements (PAC)

When emailing or faxing information to the PAC Section it must include “PAC” identifier in the subject line so it is delivered correctly. When sending files electronically (fax/email) please **do not** send the hard copy to ASC.

Fax # 1-866-816-9532 Attention: PAC

Email: asc_ipc@fs.fed.us Attention: PAC

- Ask for confirmation of receipt in the body of the email message.
- Include a Transmittal sheet, with no more than ten payments at a time.
- Note on Transmittal that the batch was sent electronically.
- Order of Scanned Documents:
 - Transmittal Sheet
 - Invoice
 - Agreement
 - Rates
 - Any necessary Backup Documentation

When sending more than one payment keep each payment/invoice package together in one complete invoice document, then the next complete invoice document, etc.

Print and include the fax transmittal, sent email and any responses in the Incident Finance Package with the Transmittals.