

**2014 INSTRUCTIONS TO FIRE DEPARTMENTS FOR INVOICING
THE ARIZONA STATE FORESTER**

I. GENERAL INFORMATION

- A. All fire departments are required to have a Cooperative Fire Rate Agreement on file.
- B. Fire departments are requested to submit their bills within 30 days after the incident (fire) to their local District Forester or Fire Management Officer. The District Forester will certify the bill and forward it to the appropriate payment center. Forms are available from your District Forester. **INVOICES RECEIVED AFTER 90 DAYS ARE SUBJECT TO REFUSAL.**

For specific invoice and billing procedures for the Arizona State Forester, please reference the State Billing Procedures Manual. This is located on the Arizona State Forestry website at <http://www.azsf.az.gov>. Select Fire Professionals on the left and then follow the links for Fire Department Cooperators and then ASFD Billing Procedures.