SAN BERNARDINO COUNTY
Workforce Development

SERVICES/SUPPLIES/ EQUIPMENT REQUISITION (Form 003)

ADMINISTRATION USE ONLY	
Log No.	
Log Date	

Date Requested:	Date Required:	Requesting Unit: Select One
Contact Person:		Contact Phone Number:
Address: Select One		Funding Source:
Delivery Address (including Zip Code):		

DESCRIPTION/EXPLANATION

Purchase Item: ***ATTACH A COPY OF THE CATALOG PAGE, SOLE SOURCE, OR 3 QUOTES***

Vendor Name: ☐New Vendor

Description: *(Include Make, Model, Number, etc.)*	**Quantity**	**Unit of Measure**	**Estimated Unit Cost**	**Estimated Total Cost**
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			Subtotal	$ 0.00
			Shipping	
			Tax	
			Page 2 Estimated Total	$ 0.00
			Estimated Grand Total	$ 0.00

Note: **Staples order of more than 5 items, complete page 2 of the 003 form.**

Justification: *(Attach additional sheets as needed)*
All purchases must be necessary, reasonable, allowable and allocable County business and/or WIOA Programs.

Direct Supervisor Signature: (Print & Sign) ☐**Approved** ☐**Not Approved**	**Date:**	**Division Staff Analyst** (Print & Sign)**:** ☐**Items Budgeted** ☐**Items Not Budgeted**	**Date:**
Business Services Manager/Fiscal Manager/ Deputy Director/Admin Supervisor II Signature: **(Authorized up to $5,000)** (Print & Sign) ☐**Approved** ☐**Not Approved**	**Date:**	**Budget Transfer:** ☐**Yes** ☐**No** **From Category:** **To Category:** **Comments:**	**Date:**
Director/Assistant Director Signature: (Print & Sign) ☐**Approved** ☐**Not Approved**	**Date:**		

FISCAL USE ONLY

General Ledger	Cost Center	Amount	Fiscal Initials	General Ledger	Cost Center	Amount	Fiscal Initials

☐ **Purchase Order** (Fiscal In-box) ☐ **Staples** (003 Coordinator) ☐**Printing Services** ☐**Other:**

Fiscal Manager/Supervisor Signature

Fiscal Manager/Supervisor Print Name Date

SERVICES/SUPPLIES/EQUIPMENT REQUISITION
(Form 003)
PAGE 2

ADMINISTRATION USE ONLY	
Log No.	
Log Date	

Use Page 2 for Staples ordering or for more than 5 items being requested for purchase. Line No. and Stock Number field are fields required for Staples purchases or any company requiring same information.

DESCRIPTION/EXPLANATION

Purchase Item *ATTACH A COPY OF THE CATALOG PAGE, SOLE SOURCE, OR 3 QUOTES*

Vendor Name: **Description** *(Include Make, Model, Number, etc.)*:	**Line No.**	**Stock Number**	**Quantity**	**Unit of Measure**	**Estimated Unit Cost**	**Estimated Total Cost**
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
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						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
					Subtotal	$ 0.00
					Shipping	
					Tax	
					Estimated Total	$ 0.00