



SERVICES/SUPPLIES/EQUIPMENT REQUISITION (Form 003)

ADMINISTRATION USE ONLY

Log No.

Log Date

Date Requested:	Date Required:	Requesting Unit:
Contact Person:	Contact Phone Number:	
Address:		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

Subtotal

Shipping

Tax

Note: **Staples orders, please use Staples 003 form.**

Estimated Grand Total

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

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



Consultant/Contractor Checklist

Is this purchase from a Consultant/Contractor? Yes No
(If yes, complete this form)

Individual/Business Name: _____ Date: _____

Workforce Development Department (WDD) staff must determine if an individual or business entity is identified as a consultant providing consultant services, subject to Consultant Fee Limitations or a contractor.

Consultant – A consultant is an individual with specialized skills who, although not on the subrecipient's payroll as an employee, provides personal services to the subrecipient under an agreement which establishes an employer-employee relationship between the subrecipient and the individual providing the services. Consultants are typically individuals who are experts with excellent qualifications and are usually regarded as authorities or practitioners of unusual competence and skill by other individuals engaged in the same profession. An employer-employee relationship may be found to exist when the subrecipient selects the individual based on expertise in a particular field, directs the individual's work, and exercises day-to-day control of the individual's activities.

Contractor – An entity that receives a contract as defined above. The Uniform Guidance replaced the word "vendor" with the word "contractor." Contractors are governed by Uniform Guidance Section 200.319 (Competition) and follow procurement requirements.

Consultant		Contractor
<input type="checkbox"/> Salary or wage based and/or fee based on hours spent which is provided and outlined in a consultant rate proposal	OR	<input type="checkbox"/> Fee is based on market value of goods and services provided.
<input type="checkbox"/> Provision of guidance, support, or completion of work items.	OR	<input type="checkbox"/> Fee based.
<input type="checkbox"/> May be a subject matter expert that provides guidance on the direction of projects/programs or helps to lead a project/program.	OR	<input type="checkbox"/> Provision of goods and/or services to multiple customers as part of their routine business operations.
<input type="checkbox"/> May fill a staff-like role on an as needed or intermittent basis.	OR	<input type="checkbox"/> Provides a pre-determined good or service for a pre-determined time period.
<input type="checkbox"/> May have a defined and ongoing role in a project/program or in support of the Local Area.	OR	<input type="checkbox"/> Not necessarily engaged in the implementation of a project or Local Area services, provides the good or service needed.
<input type="checkbox"/> Often an individual, rather than a business entity (although the individual may be a representative from a business entity).	OR	<input type="checkbox"/> More likely a business entity, rather than an individual (though may be structured as a sole proprietorship).

Determination: ☐ Consultant ☐ Contractor

Justification:

Staff Analyst Name: _____ Signature: _____

Supervisor/Manager Name/Signature: _____