

## Chapter 13

### Forms

**Section 11.1 General:** The following forms are intended for use as samples and examples of procedures. Additional examples may be provided from time to time as necessary.

**Section 11.2 Listing of Forms:** The following samples and examples are provided for your information and use as needed.

#### ACCOUNTING FORMS

- a) Sample form for Inter-Category Amendment Request

#### PAYROLL FORMS

- b) County and Solid Waste Bi-Weekly Time Sheet
- c) Sample form for Employee Job Description
- d) Sample form for Payroll Change Notice
- e) Payroll Segregated Duties Form

#### PURCHASING FORMS

- f) W-9 Request for Contracted Tax Payer Identification Number
- g) Requisition Form - All Departments
- h) Sole Source Justification Form
- i) Emergency Purchase Justification
- j) Request for Bids
- k) Conflict of Interest Form
- l) Sample of vendor letter when no purchase order has been assigned
- m) Sample of letter to department heads when no purchase order has been assigned
- n) Vendor Application
- o) Accounts Payable Segregated Duties Form

#### GRANT FORMS

- p) Grant Pre-Application Form

#### INVENTORY & FIXED ASSETS FORMS

- q) Sample form for Department Inventory

#### RISK MANAGEMENT FORMS

- r) Electronic Data Processing User Form

#### TRAVEL FORMS

- s) Daily Travel Log Form
- t) Event Travel Form
- u) Travel Expense Form - School