

**BUREAU OF CONTRACT ADMINISTRATION  
OFFICE OF WAGE STANDARDS  
CONTRACT AND EXPENSE REQUEST FORM**

<b>DIVISION IDENTIFICATION</b> (Completed by requesting division)		
Division: <b>300: Office of Wage Standards</b>	Division Head: <b>Kimberly Fitzpatrick</b>	Signature:
Section:	Supervisor:	Signature:

<b>Request is for computer related equipment or accessories:</b> <i>(if yes System Section approval is required.)</i>	Yes ___ No ___
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<b>ITEM DESCRIPTION</b> (Completed by requesting division. When possible, attach copy of catalog page.)	
Item:	Quantity:
Brand:	Cost per items: \$
Model#:	Total Cost: \$
Catalog#:	Replacement Item? Yes ___ No ___
	Status of original?
Delivery Location:	Special Instructions:

<b>VENDOR INFORMATION</b> (Completed by requesting division. Verify all business information and status)	
Legal Name:	Contact Person:
Dba:	Phone Number:
BTRC#: BTRC Tax Status:	<i>*Please make sure to submit a printout of the BTRC information from: <a href="http://finance.ci.la.ca.us/LATAXReports/report/FormSearch.cfm">http://finance.ci.la.ca.us/LATAXReports/report/FormSearch.cfm</a></i>
Vendor/Customer # (from FMS):	<i>If no vendor/customer # exists in FMS, vendor must submit W9 form. If vendor is non-profit organization, they must also submit IRS 501c3 exemption form.</i>
Payment Address:	

<b>SOURCE OF FUNDING</b> (List all proposed funding sources and basis for use of special purpose funds)			
Fund /Account: <b>General Fund /Account -</b>	Work Order #:	Task #:	Sub Task #:

<b>JUSTIFICATION</b> (Completed by requesting division. Attach appropriate support documents or detailed information)
Explain use/need for the item(s):
How have we managed in the past without the item(s)

**JUSTIFICATION** (Completed by requesting division. Attach appropriate support documents or detailed information)

Benefit in having the item(s)

Detriment if the item(s) is not funded.

Revenue: (State the revenue impact of funding or not funding this request)

Does this request require ordinance changes? Yes \_\_\_ No \_\_\_

If yes, please explain:

**WHEN IS THE ITEM NEEDED** (Completed by requesting division)

Date Needed:

\_\_\_ Request in proposed budget

\_\_\_ Request ASAP (proposed for current funds)

If the request is for current year funds and the money is not available, is this urgent enough to request money from Council? Yes \_\_\_ No \_\_\_

If yes, explain the urgency:

**APPROVAL SIGNATURE AND DATES**

(completed by Executive Management and Administrative Services Division Chief)

**Assistant Director:**

Hannah Choi

Agree item(s) is needed?

Yes \_\_\_ No \_\_\_

Signature:

Date:

**Systems Section Approval:**

(for computer related equipment or accessories)

Agree item(s) is needed?

Yes \_\_\_ No \_\_\_

Signature:

Date:

**Administrative Services Div. Chief:**

(for current funds only)

Are funds available?

Yes \_\_\_ No \_\_\_

Signature:

Date:

**Bureau Director:**

(for proposed budget and Council requests)

Yes \_\_\_ No \_\_\_

Signature:

Date:

**TRACKING OF PURCHASE** (Completed by Administrative Services Division)

Expense Item:

Yes \_\_\_ No \_\_\_

Equipment Item:

Yes \_\_\_ No \_\_\_

Date Ordered:

Requisition#:

P.O.# / S.P.P # / AE# / GEF#

Funds Encumbered?

Yes \_\_\_ No \_\_\_

Date Received:

Actual Cost:

\$