



COUNTY OF SAN BERNARDINO  
FLEET MANAGEMENT DEPARTMENT  
POLICY MANUAL

No. 02-06

EFFECTIVE 07-2-03

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SUBJECT

FORMS APPROVAL PROCESS

APPROVED

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**ISSUE**

To establish uniformity and control proliferation of forms within the department.

**STANDARD**

All forms used in and/or by Fleet Management will be uniform and consistent in appearance, and will be identified with an appropriate number and approved by the Policy Committee.

A form is defined as any document that will be or could be retained as a permanent County record. A worksheet (a document that will not be retained as a permanent record) would not fall under this requirement.

**POLICY**

Forms needed by the divisions of Fleet Management should be created or designed in a rough draft format and submitted to their supervisor. The supervisor then forwards it to the department secretary for review, formatting and assignment of form number. Once the form is completed, it will be reviewed by the department supervisors and approved by the Policy Committee.

All approved forms are available and filed in the Department Policy Manual (Chapter 12) and an electronic copy is published on the intranet and held by the Department Executive Secretary.

