

a

AM-423-1

m

Documents and Forms

SCOPE

All downloadable documents and forms available to City employees are published on <https://cobweb.baltimorecity.gov/CityAgencies/Finance/Documents/tabid/388/Default.aspx>.

Documents and forms available on the intranet include:

Document/Form Title
<u>ASSIGNED VEHICLE USE RECORD</u>
<u>BUSINESS CARD LAYOUT</u>
<u>CITY OF BALTIMORE MEMO FORM</u>
<u>DAILY EMPLOYEE LOG</u>
<u>DECLARATION OF SURPLUS PROPERTY</u>
<u>EMPLOYEE ATTENDANCE RECORD 2011</u>
<u>EMPLOYEE ATTENDANCE RECORD 2012</u>
<u>EMPLOYEE ELIGIBILITY VERIFICATION</u>
<u>EMPLOYEE GRIEVANCE REPORT</u>
<u>ENVELOPE METERING FILLING REQUEST</u>
<u>EXPENDITURE AUTHORIZATION REQUEST</u>
<u>JOB DESCRIPTION SUMMARY</u>
<u>JOURNAL ENTRY</u>
<u>MATERIAL REQUEST</u>
<u>MEDICAL HISTORY</u>
<u>MEMO TRANSMITTAL</u>
<u>DRUG & ALCOHOL TEST ORDER</u>
<u>MOTOR VEHICLE ACCIDENT REPORT</u>
<u>MOTOR VEHICLE DAILY MAINTENANCE RECORD</u>
<u>MUNICIPAL POST-OFFICE CHARGE TICKET</u>
<u>OUT-OF-TITLE PAY</u>
<u>OUT-OF-TOWN TRAVEL REQUEST</u>
<u>OVERTIME REPORT PUBLIC WORKS</u>
<u>PAYROLL DIRECT DEPOSIT REQUEST</u>
<u>PETTY CASH VOUCHER</u>
<u>POSITION ACTION REQUEST</u>
<u>POSITION DESCRIPTION</u>
<u>PREVENTIVE MAINTENANCE SCHEDULE</u>

a

AM-423-1

m

Documents and Forms

Document/Form Title
<u>PROPERTY RELEASE AUTHORIZATION</u>
<u>PURCHASING JUSTIFICATION DETAIL</u>
<u>RECEIVING NOTICE, DEPT.</u>
<u>REQUEST EXTENDED SICK LEAVE</u>
<u>REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY</u>
<u>REQUEST FOR SERVICES</u>
<u>REQUEST FOR TIME OFF</u>
<u>REQUEST TUITION AID</u>
<u>SUPERVISORY DRUG & ALCOHOL TEST ORDER</u>
<u>UNSATISFACTORY SUPPLIER PERFORMANCE REPORT</u>
<u>VEHICLE ASSIGNMENT REQUEST</u>
<u>VEHICLE DAMAGE DESCRIPTION</u>
<u>VEHICLE PAYROLL DEDUCTION AUTHORIZATION</u>
<u>VENDOR DELIVERY AUTHORIZATION</u>
<u>WET PAINT SIGNS</u>

All numbered forms are available in hard copy. To obtain copies, contact the Digital Documents Division for ordering information.

Digital Documents Division
111 N. Calvert Street (First Floor)
Baltimore, MD 21202
410-396-5741
printshop@baltimorecity.gov