



Legislation Text

File #: 18-517, Version: 1

MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Richard Ford, Assessor-Recorder

DATE: June 19, 2018

SUBJECT: Approve Budget Transfer in the amount of \$12,000 to purchase a folding machine manufactured by Pitney Bowes, appropriated to the incorrect account, and authorize the Chair to sign.

EXECUTIVE SUMMARY:

I am requesting the Board of Supervisors approve the Budget Transfer of \$12,000 from the Finance/Inventory Items (38.00) account to Capital Fixed-Assets Equipment/Office (62.71) account. The mid-year appropriation was placed into Finance/Inventory Items (38.00) without considering the price of the item exceeded \$5,000 and should be coded under Capital Fixed-Assets Equipment/Office (62.71) per Fixed Asset Policy.

The \$12,000 is to purchase a folding machine manufactured by Pitney Bowes. We are sole sourcing the item due to the large volume of notices the office is required to produce and send out each year. We had researched other machines of lesser price but the other machines would not handle the required volume of notices produced.

FISCAL IMPACT: ☐ None ☒ Budgeted ☐ Non-Budgeted
Estimated Cost: \$12,000
Amount Budgeted: \$12,000
Additional Requested:
Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): N/A

STAFFING IMPACT (if applicable): N/A

RECOMMENDED ACTION:

Approve Budget Transfer in the amount of \$12,000 to purchase a folding machine manufactured by Pitney Bowes appropriated to the incorrect account, and authorize the Chair to sign.