

**MEMORANDUM  
DEPARTMENT OF FACILITY SERVICES  
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS** *MD* Date: **APRIL 18, 2006**  
From: ~~JD~~ **JAMES DURFEE / MARY DIETRICH**  
Subject: **APPROVAL OF A BUDGET REVISION AND ADDITION TO THE  
CAPITAL PROJECT FUND MASTER FIXED ASSET LIST**

**ACTION REQUESTED / RECOMMENDATION:** Approve a Budget Revision in the amount of \$9,000 and add a PC File Server to the Master Fixed Asset List in the Capital Projects Fund.

**BACKGROUND:** The purchase of a replacement seven year old PC File Server was approved as part of the FY 2005/2006 Capital Projects Fund Budget. However, the funding for the PC Server was mistakenly placed in Account 2840 - Special Department Expense; instead of Account 4451 - Fixed Assets.

In order to proceed with the purchase the PC File Server, it is necessary to approve the attached Budget Revision, transferring \$9,000 from Special Department Expense to Fixed Assets and approve the addition of the PC File Server to the Master Fixed Assets List in the Capital Projects Fund.

**ENVIRONMENTAL CLEARANCE:** This action is not subject to environmental clearance.

**FISCAL IMPACT:** There is no fiscal impact associated with this action.

JD:MD:RU:js

ATTACHMENT: BUDGET REVISION

CC: COUNTY EXECUTIVE OFFICE  
PROCUREMENT SERVICES

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