


Memorandum
Auditor-Controller Department
County of Placer

TO: Honorable Board of Supervisors
FROM: Katherine J. Martinis, Auditor-Controller 
DATE: April 13, 2007
SUBJECT: Master Fixed Asset List – Document Scanners

Action Requested/Recommendation

Approve Budget Revision transferring existing funding to the equipment account (4451) in the amount of \$13,500.00 to purchase fixed assets (two document scanners) and add same to the Master Fixed Asset List.

Background

The current scanners are used daily to scan warrants and their supporting documentation into the system for accurate and timely electronic retrieval and retention. The existing scanners are obsolete and no longer receive maintenance support. Procurement has requested written price quotes from various vendors. The lowest quote was received from Tech Depot in the amount of \$5892.86 each, not including tax and shipping.

Fiscal Impact

Funding is available in the FY 06-07 Auditor Controller Budget for this purchase.

PLACER COUNTY

PAS DOCUMENT NO.

BUDGET REVISION

Cash Transfer Required
 Reserve Cancellation Required
 Establish Reserve Required

POST DATE:

DOC TYPE	TOTAL LINES
BR	2
Total \$ Amount	27,000.00

Auditor-Controller
 County Executive
 Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT											
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
											04	014	100			991025	91025	4451			13,500.00
											04	015	100			991025	91025	2555			13,500.00
										TOTAL											27,000.00

REASON FOR REVISION: Scanner purchase - 2 Cannon DR 9080C document scanners. Cost includes sales tax and shipping.

Prepared by Lynn Yoshida, ASO Ext 4188

Department Head Kathy Martinis / *Katherine Martinis*

Board of Supervisors

Date: 4/13/07
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Budget Revision # _____ FOR INDIVIDUAL DEPT USE

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