

**Memorandum  
Office of the Auditor-Controller  
County of Placer**

**TO:** Board of Supervisors  
**FROM:** Andrew C. Sisk, Auditor-Controller *AS*  
**DATE:** March 12, 2013  
**SUBJECT:** Equipment purchase for Auditor-Controller's Office

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**ACTION REQUESTED/RECOMMENDATION**

1. Approve a budget revision to move \$7,353 from Office Supplies and Expense to Equipment in the Auditor-Controller's budget unit.
2. Authorize the Purchasing Manager to execute any related documents and add a folder/insertor to the Master Fixed Asset List.

**BACKGROUND:**

The Auditor's Office existing folder/insertor is unreliable and requires continued repairs. Even with continuous maintenance calls, we encounter problems on a daily basis which is impacting workload and efficiency. In addition, the existing folder/insertor has expended its useful life. Replacement cost is \$7,353.

Replacement of equipment that exceeds \$5,000 must be added to the Master Capital Asset List. Your Board's approval is required to authorize the addition of the folder/insertor to the Master Capital Asset List and to authorize the Purchasing Manager to execute any related purchasing documents.

**FISCAL IMPACT**

The Auditor's FY 2012-13 current budget has sufficient funding to cover the cost of the replacement folder/insertor.

**ATTACHMENT**

Budget Revision  
Master Capital Asset List  
Neopost Inc. Sales Quote

PAS DOCUMENT NO.

**BUDGET REVISION**

**POST DATE:**

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
04	BR	14,706.00	2

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

Auditor-Controller *1/18/13*

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			7,353.00
											04	015		100		991025	91025	2523			7,353.00
<b>TOTAL</b>										0.00	<b>TOTAL</b>										14,706.00

REASON FOR REVISION: To increase OL3 4451 for purchase of new feeder/inserter per attached Board Memo.

Prepared by Sandy Bozzo Ext 4202

Department Head *Andrew C. Mintz* 2/19/13

Board of Supervisors \_\_\_\_\_

Date: 3/12/13

Page: \_\_\_\_\_

Budget Revision # \_\_\_\_\_ FOR INDIVIDUAL DEPT USE

*300*

**MASTER CAPITAL ASSET LIST**  
**Appropriation 041025**

<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
Folder/Inserter	1	\$7,352.94

NEOPOST INC.

Placer County

Official Price Quotation

NASPO/WSCA Contract Number

ADSP011-00000411

Date

11-Feb-13

Item #	Quantity	Commodity Code or Part Number	Description	Unit Price	Extended Price
1		DS63ST2	DS63 FEEDER INSERTER	\$ 6,824	\$ 6,824.00
			<b>Equipment Total</b>		<b>\$ 6,824.00</b>
	1		<b>No Shipping or Handling Fee's.</b>		<b>\$ -</b>
			Sales Tax at 7.50		<b>\$ 528.94</b>
	4				<b>\$ -</b>
			<b>Grand Total</b>		<b>\$ 7,352.94</b>
			<b>Purchase Order Address Used to Purchase Equipment:</b>		
			Neopost USA Inc.		
			478 Wheelers Farm Road		
			Milford CT 06461		

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