

MEMORANDUM
OFFICE OF THE
AUDITOR-CONTROLLER
COUNTY OF PLACER

To: Honorable Board of Supervisors
From: Andrew C. Sisk, Auditor-Controller *AS*
Date: June 5, 2012
Subject: Equipment Addition to Master Capital Asset Listing.

ACTION REQUESTED/RECOMMENDATION

Approve the addition of a HP LaserJet Printer (Attachment A) to the Master Capital Asset Listing in the amount of \$5,540.86 (Attachment B) and authorize the Purchasing Manager to execute any related documents.

BACKGROUND

The Auditor's Office existing payroll printer is unreliable and requires continued repairs. In addition, the existing printer has expended its useful life. The Auditor's Office had budgeted to replace this printer in the 2012-13 fiscal year; however, we feel it is necessary to replace it now. Replacement cost is \$5,540.86.

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 printer to the Master Capital Asset List and to authorize the Purchasing Manager to execute any related purchasing documents.

FISCAL IMPACT

The Auditor's FY 2011-12 current budget has sufficient funding to cover the cost of the replacement printer.

ATTACHMENTS

Attachment A – Master Capital Asset List
Attachment B – Tech Depot Sales Quote

MASTER CAPITAL ASSET LIST
Appropriation 041025

<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
HP LaserJet 9040dn	1	\$5,540.86

Barbi Vigil

From: mfrasca@techdepot.com
 Sent: Thursday, May 03, 2012 1:38 PM
 To: Ben Bramer
 Subject: I have prepared your quote. (#B12052124)



Product Quote

Tech Depot appreciates this opportunity to provide your organization this product(s) quote. Tech Depot strives to make your buying experience straightforward and streamlined by offering intelligent product choices, top brands, and competitive prices, with the support you demand.

Reference# :		Date:	03-May-2012		
Quote# :	B12052124	Phone:	(508) 460-5011		
BILL TO		SHIP TO			
Item #	Mfg #	PRODUCT	QTY	PRICE	TOTAL
S5608265	Q7699A#ABA	HP LaserJet 9040dn - printer - B/W - laser <i>Contract Number: 4400001196 (was RQ09-997736-42C)</i>	1	\$2,974.31	\$2,974.31
S3073526	Q5693A	HP printer mailbox <i>Contract Number: 4400001196 (was RQ09-997736-42C)</i>	1	\$1,291.54	\$1,291.54
S1273378	C8531A#ABA	HEWLETT PACKARD 2000 SHEET INPUT TRAY FOR 9000 SERIES <i>Contract Number: 4400001196 (was RQ09-997736-42C)</i>	1	\$900.45	\$900.45
Subtotal					\$5,166.30
TAX (applicable states only)					\$374.56
SHIPPING & HANDLING [Standard Ground]					FREE
TOTAL					\$5,540.86

FEIN	DUNS	Cage Code
06-1526627	04-188-3971	1LDH8

Thank you once again for your consideration and feel free to contact me with any questions.

If this quote meets your requirements and you are set to purchase, please click the link below:
<http://www.techdepot.com/pro/3.asp?c=pq&r=lr&s=6655076>

Quote is subject to Tech Depot's Standard Terms and Conditions. To view our terms click [here](#).

