



MEMORANDUM
OFFICE OF THE
AUDITOR-CONTROLLER
COUNTY OF PLACER

TO: Honorable Board of Supervisors

DATE: September 27, 2022

FROM: Andrew C. Sisk, Auditor-Controller

SUBJECT: Mail Folder/Inserter

ACTION REQUESTED

Approve Budget Amendment #AM-00710 in the amount of \$11,000 increasing the Equipment ledger within the Auditor-Controller's FY 2022-23 Budget.

Approve the purchase of a Mail Folder/Inserter.

Authorize the Purchasing Manager to sign all required purchasing documents.

BACKGROUND

The new mail folder/inserter is utilized to fold and insert County warrants, W-2: Wage and Tax Statements, and IRS 1099 tax documents that are printed in our office year-round. This replaces our current 9-year-old mail folder/inserter which is becoming obsolete and having chronic performance issues.

FISCAL IMPACT

Funding for this equipment purchase is contained within Auditor-Controller's (CC04001) FY 2022-23 Budget. Approval of the requested Budget Revision AM-00710 in the Auditor-Controller's FY 2022-23 Budget will increase appropriations in the Equipment ledger by \$11,000 with an offsetting decrease in the Other Supplies ledger.

ATTACHMENTS

No attachments.

