



**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

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**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.

