



OFFICE OF PLACER COUNTY ASSESSOR

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TO: The Honorable Board of Supervisors
FROM: Kristen Spears, Assessor (KS)
DATE: March 27, 2012
SUBJECT: Equipment Addition to Master Fixed Asset Listing Recommendation

ACTION REQUESTED / RECOMMENDATION

Approve the addition of plotter/scanning equipment (Exhibit A) to the Master Fixed Asset Listing in the amount of \$11,200 and authorize the Purchasing Manager to execute any related documents.

BACKGROUND / SUMMARY

The Assessor's Office uses a large plotter/scanner to scan building plans into the electronic property system and to copy building plans. The existing plotter/scanner is unreliable and requires continued, expensive repairs. In addition, the existing plotter/scanner has expended its useful life, exhausted the extended warranty and repair costs exceed the current value of the plotter/scanner. It is necessary to replace the existing plotter/scanner at a cost of \$11,200.

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

FISCAL IMPACT

The Assessor's FY 2011/12 current budget has sufficient funding to cover the cost of the replacement plotter/scanner purchase.

MASTER FIXED ASSET LIST
Appropriation 10370

| <u>Description</u> | <u>Quantity</u> | <u>Amount</u> |
|--|-----------------|---------------|
| Plotter/Scanner – Hewlett Packard Designjet T2300 | 1 | \$11,200.00 |