

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Move funds from County Wide Contingencies to various departments for the Xerox Pooled Printer Plan program.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	April 30, 2013	\$24,000

LINE ITEM NUMBER

5412-Budget amendment to follow.

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Bert Cobb, MD	COBB	N/A

SUMMARY

In September 2012, Hays County implemented a program for County printers through Xerox Corporation. Departments with participating printers pay a \$5 flat rate fee per printer plus charges for black & white or color prints to that machine. These fees cover all print cartridge and maintenance costs associated with the printer. It is anticipated that this program will decrease the amount of funds spent individually by departments on supplies and maintenance for printers.

As this program was being rolled out during the adopted budget process, funds were not identified or budgeted during the FY13 budget process. It is anticipated that office supply line items can be reduced during the FY 2014 budget process to offset these program costs.

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FILED:

HAYS COUNTY COMMISSIONERS' COURT

Resolution #

28978

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