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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

Authorize the purchase of two (2) document scanners use by the Records Management Officer for Hays County, and amend the budget accordingly.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	June 18, 2013	\$3212.00

LINE ITEM NUMBER

106-610-00.5712_400

AUDITOR USE ONLY

AUDITOR COMMENTS:

See attached budget amendment.

PURCHASING GUIDELINES FOLLOWED: YES

AUDITOR REVIEW: BILL HERZOG

REQUESTED BY	SPONSOR	CO-SPONSOR
Kennedy/Gonzalez	COBB	N/A

SUMMARY

There is an immediate need for scanner us by the Records Management Officer. Formerly these purchases were slated to happen in the next budget cycle. After discussion it was decided more prudent to purchase then now. Part of the need for scanners is due to the incapability of Xerox work station in the Law Library to perform scanning functions.

FILED: JUNE 18, 2013
HAYS COUNTY COMMISSIONERS' COURT
Resolution # 29874 VOL V PG 172

SHI International English: (change)



0 Item(s): \$0.00

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Quote Details

Welcome, IT Department
From County of Hays

Quote # : 6736749
Quote Name : Law Library
Created Date : 6/11/2013 2:23:00 PM
Expiration Date : 6/30/2013
Total : \$1,606.00
Comments :

Contact Us : IT Department
Company : County of Hays
Email : marva@co.hays.tx.us
Phone :
Fax :
Address :

The following items are in this Quote :

	Product Id	Product Details	Quantity	Price	Extended Price
	25023988	<u>Fujitsu fi-6140Z - document scanner</u> Manufacturer : Fujitsu Mfr Part # : PA03630-B005 Note : County of Hays	1	\$1,606.00	\$1,606.00
Total:					\$1,606.00

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Dept	G/L	Account Number	Account Description	Appropriation Before Amendment	Increase	Decrease	Appropriation After Amendment
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GENERAL FUND (001):

Agenda Item #14:

County-Wide (645):

001-645-00.5302	Membership Fees	225,000	6,456		231,456
001-645-00.5441	Legal	148,500		(6,456)	142,044

*Amend for Tx Conference of Urban County membership.

Agenda Item #17:

Information Technology (680):

001-680-00.5202	Data Supplies	32,121	59,608		91,729
001-680-00.5712_700	Computer Eqpt_Capital	135,162	20,392		155,554
001-680-00.5429	Software Maintenance	659,759		(80,000)	579,759

*Amend for Co-Wide storage servers, TexFile services and misc data supplies.

JUVENILE DETENTION FUND (070):

Agenda Item #18:

Juvenile Detention (685):

070-685-00.5719_400	Misc Eqpt_Operating	7,515	3,289		10,804
070-685-00.5207	Building Maint Supplies	43,285		(3,289)	39,996

*Ratify for hot water heater replacement.

GENERAL FUND (001):

Agenda Item #20:

Emergency Mgmt (656):

				(Revenue)	
001-656-99-064.4301	Intergovernmental Revenue	1,924		(412)	1,512
001-656-99-064.5201	General Supplies	1,624	(112)		1,512
001-656-99-064.5461	Printing Supplies	300	(300)		-

*Reduce revenue and expense for FY10 Homeland Security Grant adjustment.

COUNTY RECORDS PRESERVATION FUND (106):

Agenda Item #23:

Records Preservation (610):

106-610-00.5712_400	Computer Eqpt_Operating	0	3,212		3,212
106-610-00.5201	General Supplies	70,000		(3,212)	66,788

*Amend for Records Management Officer scanners.

GENERAL FUND (001):

Agenda Item #24:

Historical Commission (676):

001-676-00.5501	Travel	0	500		500
001-676-00.5448	Contract Services	8,015		(500)	7,515

*Amend for travel expenses related to researching other historical museums.