

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 Grants Administration Office to transfer funds to Information Technology for the purchase of software license and amend the budget accordingly.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	July 16, 2013	\$359.00

LINE ITEM NUMBER

001-680-00.5429

AUDITOR USE ONLY

AUDITOR COMMENTS:

See attached budget amendment

PURCHASING GUIDELINES FOLLOWED: YES

AUDITOR REVIEW: BILL HERZOG

REQUESTED BY

Hauff/McGill

SPONSOR

COBB

CO-SPONSOR

N/A

SUMMARY

The Grants Administration Office now processes the majority of grant applications and contracts electronically, and many of the forms associated with the grants are often scanned into Adobe Acrobat for transmittal. This subsequently "locks" formatting on incoming documents, making it difficult – if not impossible – to enter data or make changes to areas within these original documents by digital means. The requested Adobe Acrobat Professional software will allow the forms to be "unlocked" for data entry and also facilitate the conversion of Adobe formats into common Microsoft Office applications. This software will simplify and help to expedite the processing of grant applications and contracts and other documents. Funding is available through savings in the office supplies line item of the Grants' budget.

Budget Amendment:

001-670-00.5211 - Grants - Office Supplies	(\$359.00)
001-680-00.5429 - IT - Software License	\$359.00

AMENDMENT
NO.FY2013-031 CC
FY2013 BUDGET
07/16/2013

Dep G/L Account Number	Account Description	Appropriation Before Amendment	Increase	Decrease	Appropriation After Amendment
<u>GENERAL FUND (001):</u>					
<u>Agenda Item #4:</u>					
<u>Grants (670):</u>					
001-680-00.5429	IT-Software Maint/License	578,348	359		578,707
001-670-00.5211	Grants-Office Supplies	1,200		(359)	841
*Transfer funds from Grants to IT for purchase of Adobe Professional software.					