



# COUNTY OF SANTA CRUZ

## Personnel Department Risk Management

095

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SANTA CRUZ, CA 95060

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AGENDA: March 23, 1999

March 9, 1999

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95050

### APPROVE TRANSFER OF FUNDS AND PURCHASE OF FIXED ASSETS

Dear Members of the Board:

The Personnel Department is requesting approval to transfer \$8,000 from various accounts in the Risk Administration index 515100 to purchase two fixed assets: (1) a Scantron test scoring machine, and (2) a laptop computer.

The current Scantron was purchased in 1989 and is inoperative. The Scantron is used to score approximately 7,500 tests annually. Because of the age of the current unit, parts have become obsolete and it can no longer be fixed.

A laptop computer is being requested to utilize Presentation software for more effective offsite training to employees for Worker's Compensation, Safety, Unemployment Insurance and the Leadership Academy programs.

It is, therefore, RECOMMENDED that your Board:

1. Approve the transfer of \$5,000 from Index 515100/3350 (Maintenance-Mobile Equipment) to Index 515100/8410 (Office Equipment) and \$3,000 from Index 515100/3493 (Supplies) to Index 515100/8428 (Computer Equipment).

2. Approve the purchase of a Scantron test scoring machine and a laptop computer.

096

Very truly yours,

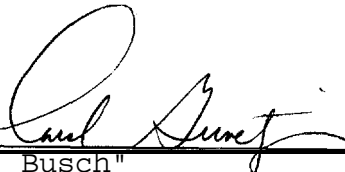
  
Dania Torres Wong  
Personnel Director

DTW:JM/jm

Attachment

cc: Auditor-Controller

Approved:

  
for Pat Busch  
Acting County Administrative Officer

**COUNTY OF SANTA CRUZ**  
 REQUEST FOR TRANSFER OR REVISION  
 OF BUDGET APPROPRIATIONS AND/OR FUNDS

097

Department: Personnel

Date: 03/23/99

TO: Board of Supervisors / County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations **and/or** funds in the fiscal year ending June 30, 1999

AUDITORS USE ONLY				
DOCUMENT #	AMOUNT	L/N	T/C HASH	
BD	1 6 0 0 0 0 0 0	0 4	0 0 0 8 6	

BATCH #	
DATE	

	T/C	INDEX	SUBJECT	PRJ/UCD	AMOUNT	DESCRIPTION
T O	0 2 1	5 1 5 1 0 0	8 4 1 0		5 0 0 0 0 0	Office Equipment
	0 2 1	5 1 5 1 0 0	8 4 2 8		3 0 0 0 0 0	Computer Equipment
F R O M	0 2 2	5 1 5 1 0 0	3 3 5 0		5 0 0 0 0 0	Maint.Mobile Equipment
	0 2 2	5 1 5 1 0 0	3 4 9 3		3 0 0 0 0 0	Office Supplies

**Explanation:** Transfer funds from services/supplies (OBJ 2) to purchase fixed asset items:

- 1) Scranton test scoring unit
- 2) Laptop Computer to provide offsite training for Risk Management Programs and Leadership Academy Programs.

Name Dania Torres Wong *Dania Torres Wong* Title Personnel Director

**Auditor-Controller's Action:** I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.  
 Auditor-Controller, by *Lidia Ward*, Deputy Date 3/11/99

County Administrative Officer's Action:  Recommended to Board | | Approved | | Not Recommended or Approved  
 County Administrative Officer *ajh* Date 3/12/99

State of California } As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for  
 County of Santa Cruz } ss. transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order  
 duly entered in the minutes of said Board on \_\_\_\_\_, 19\_\_\_\_, By \_\_\_\_\_, Deputy Clerk

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