

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Auditor - Controller	(2) MEETING DATE 3/12/2013	(3) CONTACT/PHONE Lydia Corr 781-5039	
(4) SUBJECT Request to: 1) amend Fund Center 107 - Auditor-Controller's Office fixed asset list to add a magnetic ink character recognition (MICR) check printer and related software and hardware; and 2) approve a corresponding budget adjustment in the amount of \$19,802 from unanticipated revenues.			
(5) RECOMMENDED ACTION It is recommended that the Board (1) amend the fixed asset list to allow the replacement of one check printer and (2) approve, by a 4/5 vote, a corresponding budget adjustment for \$19,802 using unanticipated revenue from vendor rebates held in a trust account.			
(6) FUNDING SOURCE(S) Unanticipated revenue from vendor rebates for purchase of office supplies	(7) CURRENT YEAR FINANCIAL IMPACT \$19,802.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1213095 <input type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Auditor - Controller / Lydia Corr
781-5039

DATE: 3/12/2013

SUBJECT: Request to: 1) amend Fund Center 107 - Auditor-Controller's Office fixed asset list to add a magnetic ink character recognition (MICR) check printer and related software and hardware; and 2) approve a corresponding budget adjustment in the amount of \$19,802 from unanticipated revenues.

RECOMMENDATION

It is recommended that the Board (1) amend the fixed asset list to allow the replacement of one check printer and (2) approve, by a 4/5 vote, a corresponding budget adjustment for \$19,802 using unanticipated revenue from vendor rebates held in a trust account.

DISCUSSION

The Auditor-Controller's Office owns an aging check printer and associated CPU that need to be replaced. This equipment is housed in Information Technology's (IT's) computer room and is used by IT to print all County vendor and payroll warrants. During the past year, the MICR check printer has been experiencing performance issues that are directly attributable to the extensive wear on the equipment. The printer has printed over one million pages and is unreliable.

Discussions with IT and service repair technicians have led us to conclude that it would be wise to purchase a new MICR check printer, check printing software, and a CPU to operate the system. The current check printer will be kept as a backup. Replacing the system now may avoid a serious failure in the future. It is essential that the printing system used to produce County warrants be dependable and available when needed. An equipment failure could cause a delay in printing checks with potentially serious consequences.

OTHER AGENCY INVOLVEMENT/IMPACT

This item has been discussed with IT and the Administrative Office.

FINANCIAL CONSIDERATIONS

The estimated purchase price of \$19,802 includes the MICR check printer, check printing software, CPU, freight, and installation. Unanticipated revenue from vendor rebates for office supply purchases will be used to fund the purchases. This revenue is being held in a trust account. The requested action will have no impact on the budgeted level of General Fund support for this fund center.

RESULTS

Replacing the existing check printing system will insure the continued uninterrupted processing of County payroll, vendor, welfare, and special district warrants. This contributes to the department goal of providing high quality, cost effective

Auditor-Controller services and the County's community-wide result of a well governed community.

ATTACHMENTS

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