

Richland County Committee

Agenda Item Cover

Agenda Item Name:

Department	Treasurer	Presented By:	Treasurer
Date of Meeting:	December 17, 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure H
Date submitted:	December 15, 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to approve reimbursement of employee for office equipment purchased personally.

Background: *(preferred one page or less with focus on options and decision points)*

The treasurer's office has identified a need to replace office equipment for the property lister. There are currently funds remaining in Fund 75 allocated to the property lister position. While the funds are not sufficient to purchase commercial-grade office equipment from a traditional vendor, second-hand equipment has been identified on local marketplace platforms that would be adequate for county use and fall within the constraints of available funds. The treasurer's office is requesting permission for an employee to purchase second-hand office equipment from a non-traditional local marketplace and be reimbursed for the expense of the equipment; this will allow for satisfaction of equipment needs in the office while maintaining budgetary considerations.

Attachments and References:

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	75
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:



Department Head



Administrator, or Elected Office (if applicable)