

**COUNTY OF MENDOCINO
REQUEST FOR APPROPRIATION, CANCELLATION OR REVISION OF FUNDS**

Dept No. 4011 Department of HHS-A-PH-Environmental Health Date 5/17/2016

To County Auditor-Controller:

The following request is deemed necessary. Please report the available balances to County Executive Officer.

TRANSFER FROM:		AUDITOR	TRANSFER FROM:		AUDITOR
FUND	ORG/BUDGET	BALANCE	FUND	ORG/BUDGET	BALANCE
<u>1100</u>	<u>EHADMIN</u>		<u>1100</u>	<u>EHADMIN</u>	
<u>86-436d</u>	<u>Structure Imp</u>	<u>14,000⁰⁰</u>	<u>86-437D</u>	<u>Fixed Ast</u>	<u>-0-</u>
	\$ <u>7,333.04</u>			\$ <u>7,333.04</u>	
93	\$		93	\$	
93	\$		93	\$	
93	\$		93	\$	
93	\$		93	\$	

Please see attached documentation.

JUSTIFICATION: As stated above or attached memo.

DEPARTMENT HEAD By [Signature]

TO COUNTY EXECUTIVE OFFICER:

- Sufficient balances remain in the accounts indicated to effect transfer as requested.
- Insufficient balances are available to meet the above request within departmental budget.
Requires transfer of \$ _____

REMARKS:

No. 05T 014 Date 5-18-16

AUDITOR-CONTROLLER By [Signature]

COUNTY EXECUTIVE OFFICER: RECOMMENDATION APPROVAL DENIED

COMMENTS:

Date 6.7.16

[Signature]
COUNTY EXECUTIVE OFFICER

ACTION OF BOARD OF SUPERVISORS:

- Approved as requested
- Approved as revised
- Other

REMARKS:

Date _____

By: _____
DEPUTY CLERK, BOARD OF SUPERVISORS

JE NO. _____ Date _____ By: _____



MENDOCINO COUNTY HEALTH AND HUMAN SERVICES AGENCY

Public Health

Healthy People, Healthy Communities

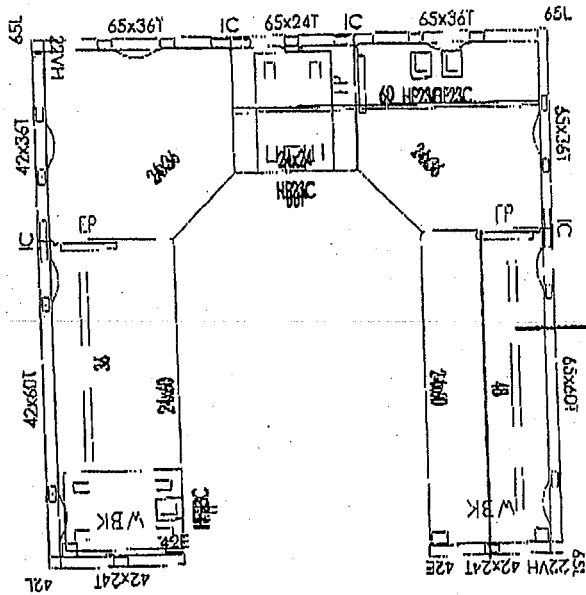
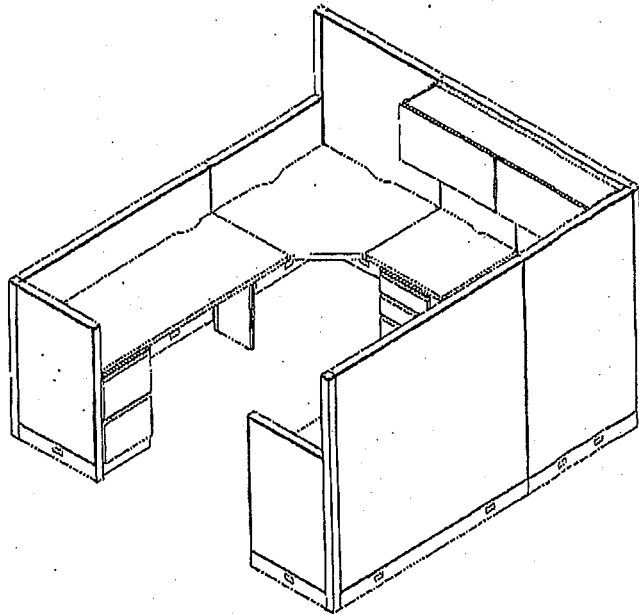
Tammy Moss Chandler, Agency Director
Dave Jensen, Interim Public Health Director
1120 South Dora Street, Ukiah, CA 95482



MEMO / JUSTIFICATION

Please see attached quote from Curry's to purchase a new desk system for the EH Administrative office, to replace current "L" shaped modular desk. The current desk contains two desk pieces that were borrowed from another department and have been requested back, leaving nearly no desk. The new "U" shaped desk will provide more adequate working space for the current employee(s). Currently, no plans have been discussed regarding beginning or completion of the requested and budgeted structure improvements.

TAMMY FYI!!



HONORATA IS
Flipped Door.

KB: Date: 11/30/15 50123-0

HON

Drawing: Not to Scale

NOTE: The customer is ultimately responsible for the accuracy and correctness of component counts and measurements. The customer is also responsible for the space planning and all design work of projects. Customer shall verify and confirm all site conditions, dimensions, and suitability of products and applications consistent with published guidelines and applicable codes. Liability of the HON Company shall be limited to the amount charged for the Specification Services rendered and in no event shall the HON Company be responsible for any consequential or incidental damages.

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CURRY'S DISCOUNT, INC 50123-0 BOM

Item	Cat	Part Number	Part Description	Qty
1	HCL	H33723R	Brigade Ped "R" Pull Mobile B/B/F 23"D x 28"H. Lock: Lock Undecided PAINT Option	1
2	HCL	H33823R	Brigade Ped "R" Pull Mobile F/F 23"D x 28"H Lock: Lock Undecided PAINT Option	1
3	HCL	HEC42PL	L Connector 42.5H Undecided PAINT Option	1
4	HCL	HEC65PL	L Connector 65H Undecided PAINT Option	3
5	HCL	HECVH22P	Variable Height Connector Kit 22.5H Undecided PAINT Option	2
6	HCL	HEFEC42P	Panel Finished End Covers 42.5H Undecided PAINT Option	2
7	HCL	HEOHRTA1B 60FD	15H x 13"D x 60W Flipper Door Overhead Undecided PAINT Option	2
8	HCL	HETP4224F	Tackable Panel 42.5H x 24W Fabric Grade III Undecided FABRIC Option Undecided PAINT Option	2
9	HCL	HETP4236F	Tackable Panel 42.5H x 36W Fabric Grade III Undecided FABRIC Option Undecided PAINT Option	1
10	HCL	HETP4260F	Tackable Panel 42.5H x 60W Fabric Grade III Undecided FABRIC Option Undecided PAINT Option	1
11	HCL	HETP6524F	Tackable Panel 65H x 24W Fabric Grade III Undecided FABRIC Option Undecided PAINT Option	1

EA

3 of 4

CURRY'S DISCOUNT, INC 50123-0 BOM

Item	Cat	Part Number	Part Description	Qty
12	HCL	HETP6636F	Tackable Panel 65H x 36W	3
		\$(3)	Fabric Grade III	
		~	Undecided FABRIC Option	
		~	Undecided PAINT Option	
13	HCL	HETP6560F	Tackable Panel 65H x 60W	1
		\$(3)	Fabric Grade III	
		~	Undecided FABRIC Option	
		~	Undecided PAINT Option	
14	HCL	HF23C	Lock Core Replacement Kit Brushed Chrome	4
		~	Undecided KEY Option	
15	HCL	HLZL25SC60	48"W External Stiffener	1
		.P	Color: Black	
16	HCL	HRVCLG24	About 29"H x 24"D About Universal Support Leg	2
		~	Undecided PAINT Option	
17	HCL	HRVCLG24	About 29"H x 24"D About Universal Support Leg	1
		~	Undecided PAINT Option	
18	HCL	HSCKTPS	Straight Connector Kit	4
		.X	No Option	
19	HCL	HWCS3624S	Systems Corner Worksurface 36Wx24D	2
		T	Scallops Straight Edge	
		~	Undecided LAMINATE Option	
		~	Undecided EDGE Option	
		.C	With Cantilever	
		~	Undecided CANTILEVER Option	
20	HCL	HWR2424ST	Systems Rectangle Wksfc 24W x 24D	1
		~	Scallops	
		~	Undecided LAMINATE Option	
		~	Undecided EDGE Option	
		.C	With Cantilever	
		~	Undecided CANTILEVER Option	
21	HCL	HWR2460ST	Systems Rectangle Wksfc 60W x 24D	2
		~	Scallops	
		~	Undecided LAMINATE Option	
		~	Undecided EDGE Option	
		.X	Omit Cantilever	
22	HCL	HWSB2	Worksurface Bracket Kit	2
		~	Undecided PAINT Option	

CURRY'S DISCOUNT, INC 50123-0 BOM

Item	Cat	Part Number	Part Description	Qty
23	HVO	HLSLZ5SC48	36"W External Stiffener	1
		.P	Color: Black	
			Grand Total	

SUB TOTAL \$6,782.00

SALES TAX

550.04

TOTAL

\$7333.04

Delivered & installed

4 TO 6 weeks

Bill To
 CHIEF EXECUTIVE OFFICE
 CENTRAL SVCS/PURCHASING DIV.
 841 LOW GAP ROAD
 UKIAH, CA
 95482

Requisition 0000284-00 FY 2016
 PO 00058024

Acct No:
 EHADMIN-862239
 Review:
 Buyer: sandovaj
 Status: Converted

Vendor
 CURRY'S
 401 OLIVE ST

Ship To
 ENVIRONMENTAL HEALTH
 860 N BUSH STREET

SANTA ROSA, CA 95407

UKIAH, CA 95482

Tel#BA

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/26/16	008181				ENVIRONMENTAL HEALTH

LN	Description / Account	Qty	Unit Price	Net Price
001	HON desk order for EH - specs included	1.00 Each	7333.04000	7333.04
	1 EHADMIN-862239		7333.04	
	Requisition Link			
	Requisition Total			7333.04

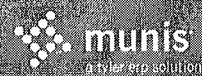
***** General Ledger Summary Section *****

Account	Amount	Remaining Budget
EHADMIN-862239	7333.04	499231.76
ENV HEALTH ADMINISTRATION		
SPEC DEPT EXP		

***** Approval/Conversion Info *****

Activity	Date	Clerk	Comment
Approved	04/26/16	Rhonda Brown	Auto approved by: lasterd
Forward	04/26/16	Marcella Chandler	Automatic Forward to willefom
Approved	04/26/16	Dianne Laster	
Approved	04/26/16	RoseMary Rodriguez	Auto approved by: lasterd
Approved	04/26/16	Cindy Roper	Auto approved by: lasterd
Approved	04/26/16	Marie Tuttle	Auto approved by: lasterd
Approved	04/26/16	Mary Alice Willeford	Auto approved by: lasterd

Authorized By: _____ Date: _____
 Signature



05/17/2016 12:30
lasterd

MENDOCINO COUNTY PRODUCTION v10.3

P 1
poinqury

PURCHASE ORDER

00058024

-00 FY 201

BILL TO

CHIEF EXECUTIVE OFFICE
CENTRAL SVCS/PURCHASING DIV.
841 LOW GAP ROAD
UKIAH , CA 95482

VENDOR

CURRY'S
401 OLIVE ST
SANTA ROSA, CA 95407

SHIP TO

ENVIRONMENTAL H
860 N BUSH STREET
UKIAH, CA 95482

Tel# BA

Requisition
284

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
04/27/16	008181			ENVIRONMENTAL HEALTH

VENDOR NOTES

PER ATTACHED SPECS/QUOTE

LN	DESCRIPTION	QTY	UOM	UNIT PRICE	NET PRICE
001	HON DESK	1.00	Each	6782.000	6,782.00
002	SALES TAX	1.00	EA	551.040	551.04
				PO TOTAL	7,333.04

** END OF REPORT - Generated by Dianne Laster