

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

Dept./Office: MCSO - Jail

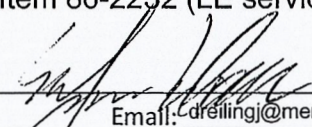
Date 06/28/2021

To County Auditor-Controller:

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

Fund	Org/BU	Object (+Project)	Object Description	AMOUNT	I/D	AUDITOR BALANCE
1100	2510	864370	Equipment	\$ 21,200.78	I	\$0.00
1100	2510	862232	L/E Services and Supplies	-\$ 21,200.78	D	\$186,545.33

The Jail has two industrial sized washing machines and is required to do laundry daily for up to 300 inmates. One machine has a significant leak. Repair will cost almost as much as purchasing a new one (\$16k). The leak is posing a safety issue to staff and inmates and wasting water during a drought. Employees are using towels and blankets to prevent water from spilling onto the floor. Only one vendor sells/services this type of machine in our region. The other washer is the same brand. This expense can be absorbed in the JA 2510 budget by decreasing funds in Line Item 86-2232 (LE services & supplies).

JUSTIFICATION: As stated above or attached memo. DEPARTMENT HEAD By 

Prepared by: Juanita Dreiling

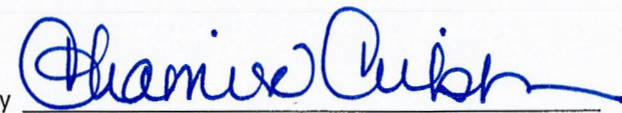
Ph: (707) 463-4409

Email: dreilingj@mendocinocounty.org

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. 09T003 Date 09/20/2021 AUDITOR-CONTROLLER BY 

COUNTY EXECUTIVE OFFICER: ☒ RECOMMENDATION ☐ APPROVAL ☐ DENIED

COMMENTS:

Date 9/20/21 COUNTY EXECUTIVE OFFICER 

ACTION OF BOARD OF SUPERVISORS: ☐ APPROVED AS REQUESTED ☐ APPROVED AS REVISED ☐ OTHER

REMARKS:

Date DEPUTY CLERK OF THE BOARD OF SUPERVISORS

JE NO. Date By:

FA # _____

Fixed Asset Request Form - FY 2021-22 Budget



NOTE: Fixed assets are those items (even if purchased separately, are part of one unit) that have a useful life of more than one year and are valued at \$5,000 or more. Note: Office furniture, as an example, (panels, files, desktops, shelves etc) should be considered a fixed asset, if costing more than \$5,000, even if individual parts of the unit are less than \$5,000. Do not include vehicles on this form.

Department: MCSO Budget Unit: 2510 Org Code: JA

Item Description:	Industrial Washing Machine	Quantity:	1	Cost:	\$21,200.78
Manufacture:	UniMac	Model#:	N/A	Quote Source:	Taylor Houseman
Justification and Funding Source:	The Jail has two industrial sized washing machines and is required to do laundry every day for up to 300 inmates. One of the washing machines has a significant leak. Repair will cost almost as much as purchasing a new machine (\$16k). The leak is posing a safety issue to staff and inmates, as well as water being wasted during the current drought. Employees are using towels and blankets to prevent water from spilling onto the floor. There is only one vendor that sells/services this type of machine in our region. The other machine is also the same brand. We can absorb this expense in the Jail budget by using funds from the 86-2232 line item (law enforcement services and supplies).				
Requested By: Lieutenant Joyce Spears					

Item Description:		Quantity:		Cost:	
Manufacture:		Model#:		Quote Source:	
Justification and Funding Source:					
Requested By:					

Item Description:		Quantity:		Cost:	
Manufacture:		Model#:		Quote Source:	
Justification and Funding Source:					
Requested By:					