

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
GENERAL FUND 4% RESERVE FUND  
INFORMATION SHEET  
(As Required By Ordinance 086-1534)**

**Law Department  
2<sup>nd</sup> Quarter – FY 2006  
06201000**

Object Code	Item	Qty.	Estimated Cost	Replacement or New Equipment	Age of Equipment Replacing (In Years)	Estimated Life of Equipment (In Years)
503140	Fax Machine	3	\$2,400	Replace	5	
503140	Scanners	5	\$1,500	New		7
507450	Printers	6	\$9,600	Replace	5	
	TOTAL		\$13,500			

- Is this expenditure federal or state reimbursable?..... Yes/No
- Can this equipment be used year around?..... Yes/No
- Has the price been verified by Division of Purchases? ..... Yes/No
- Have you checked Public Property Division for usable surplus equipment?..... Yes/No
- Is equipment absolutely necessary at this time? ..... Yes/No
- Will equipment reduce present cost?..... Yes/No
- Is equipment to extend services?..... Yes/No
- Is equipment to reduce manpower?..... Yes/No
- Will equipment require new manpower?..... Yes/No
- Will equipment increase productivity?..... Yes/No
- Will equipment promote public health? ..... Yes/No
- Will equipment promote public safety? ..... Yes/No

Have all previously adopted resolutions appropriating funds from the General Fund Reserve Fund (4% Fund) been complied with by expending said funds as required? ..... Yes/No  
If not, do you expect to expend funds and the date expected for the expenditure?..... Yes/No

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head \_\_\_\_\_

Date \_\_\_\_\_