

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

**Metro Clerk
1st Quarter – FY 2008
03201000**

Object Code	Item	Qty.	Estimated Cost	Replacement or New Equipment	Age of Equipment Replacing (In Years)	Estimated Life of Equipment (In Years)
507400	Shelving - Additional Shelving for storage of Departmental records	1	\$ 50,000	New	-	15+
503140	Document Scanner – Imaging of Council Legislation and Metro Contracts	1	5,000	New	-	10+
	TOTAL		\$55,000			

- 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 _____