

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

**Finance
1st Quarter – FY 2008
15206000**

Object Code	Item	Qty.	Estimated Cost	Replacement or New Equipment	Age of Equipment Replacing (In Years)	Estimated Life of Equipment (In Years)
507250	Records Center Expansion at Metro Southeast for Metro Clerk.	1	40,000	New		15+
	TOTAL		\$40,000			

- 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 _____