

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

County Clerk  
 2nd Quarter – FY05  
 18201000

Object Code	Item	Qty.	Estimated Cost	Replace. or New Equip.	Age of Equipmt Replacing (In Years)	Estimated Life of Equipment (In Years)
507450	Office Fax Machines	2	3,000	Replace	7	7
507300	Tables	2	300	Replace	18	
507300	Chairs	12	1,500	Replace	18	
	Total		4,800			

- 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 *(Signature)*  
 Date 10-6-04