

**JUSTICE COURT  
PRECINCT 1  
COLLIN COUNTY**

**MEMORANDUM**

**TO:** Commissioners Court  
**FROM:** Judge Paul Raleeh  
**DATE:** February 8, 2013  
**SUBJECT:** Court Technology Fund – Front Counter Printer

I am requesting the court to re-approve an expenditure from the JP1 Court Technology Fund to replace the main front counter printer. This was approved in August 2012 and never purchased due to ordering difficulties.

Lexmark CS510de Color - \$596.48 + \$14.92 (4yr onsite upgrade) + 352.54  
(4yr onsite repair) = \$963.94  
2 - Lexmark 550 sheet Trays for CS510de - \$146.95 each = \$293.90  
Total = 1257.84

Thank you.

**Shannon Williams**

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**From:** Stacey Sloan  
**Sent:** Wednesday, January 16, 2013 3:30 PM  
**To:** Shannon Williams  
**Subject:** FW: (ID 97003) Work Order Notification - Requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays (This is to replace req. #176774 - which has been cancelled)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Unfortunately this will need to go to court for FY 2013.

Stacey Sloan  
Sr. Financial Analyst,  
Collin County Budget & Finance  
972-548-4672

-----Original Message-----

**From:** Monika Arris  
**Sent:** Tuesday, January 15, 2013 2:58 PM  
**To:** Stacey Sloan  
**Subject:** Re: (ID 97003) Work Order Notification - Requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays (This is to replace req. #176774 - which has been cancelled)

No. That established the budget in FY 2012. Since the funds were released into FY 2012 there is no established budget for me to pull from. I don't have the authority to pull from fund balance. We'll need a new court order (new agenda item needed).

- Monika Arris

On Jan 15, 2013, at 2:09 PM, "Stacey Sloan" <ssloan@co.collin.tx.us> wrote:

> Monika,

>  
> Not sure about this...since there is a court order in FY 2012 authorizing the purchase of the computer, is that sufficient to establish the budget in FY 2013?

>  
> Stacey Sloan  
> Sr. Financial Analyst,  
> Collin County Budget & Finance  
> 972-548-4672

>  
> -----Original Message-----  
> From: Michalyn Rains  
> Sent: Tuesday, January 15, 2013 2:06 PM  
> To: Monika Arris  
> Cc: Stacey Sloan; Linda Riggs; Carol Magers  
> Subject: RE: (ID 97003) Work Order Notification - Requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays (This is to replace req. #176774 - which has been cancelled)

>  
> Got it!  
> Apparently, my office has to take responsibility for cancelling the PO prior to the encumbrance rollover.  
> Let me know if there is anything else to do at this point.

>  
> Michalyn Rains, CPPO, CPPB  
> Purchasing Agent  
> 2300 Bloomdale Road, Suite 3160  
> McKinney, Texas 75071  
> Phone 972-548-4111  
> Fax 972-548-4694

>  
> -----Original Message-----  
> From: Monika Arris  
> Sent: Tuesday, January 15, 2013 1:58 PM  
> To: Michalyn Rains  
> Cc: Stacey Sloan; Linda Riggs

> Subject: Re: (ID 97003) Work Order Notification - Requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays (This is to replace req. #176774 - which has been cancelled)

>

> If the funds aren't budgeted in FY 2013 an agenda is needed to establish a budget for this purchase. I can't authorize an override on something with no FY 2013 budget to pull from.

>

> - Monika Arris

>

> On Jan 15, 2013, at 1:55 PM, "Michalyn Rains" <mrains@co.collin.tx.us> wrote:

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>> Linda is correct, the PO got cancelled 10/31/12 before the encumbrance took place.

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>> I will need an approval to override and process the PO, the funding will need to be corrected, however that happens, budget adjustment, etc.

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>>

>> Michalyn Rains, CPPO, CPPB

>>

>> Purchasing Agent

>>

>> 2300 Bloomdale Road, Suite 3160

>>

>> McKinney, Texas 75071

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>> Phone 972-548-4111

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>> Fax 972-548-4694

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>> From: Stacee Sloan  
>> Sent: Tuesday, January 15, 2013 1:50 PM  
>> To: Linda Riggs; Carol Magers; Shannon Williams; Kathy Peterson; Lisa Zoski;  
David McCurdy; Jessica Griffith  
>> Cc: Randall Rice; Judge Paul Raleeh; Janet Graves  
>> Subject: RE: (ID 97003) Work Order Notification - Requisition #180535 for 1  
Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper  
trays (This is to replace req. #176774 - which has been cancelled)

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>> Linda,

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>> Does that mean the funds are no available for use in FY 2013?

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>> Stacee Sloan

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>> Sr. Financial Analyst,

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>> Collin County Budget & Finance

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>> 972-548-4672

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>> From: Linda Riggs

>> Sent: Tuesday, January 15, 2013 1:45 PM

>> To: Carol Magers; Stacee Sloan; Shannon Williams; Kathy Peterson; Lisa Zoski;  
David McCurdy; Jessica Griffith

>> Cc: Randall Rice; Judge Paul Raleeh; Janet Graves

>> Subject: RE: (ID 97003) Work Order Notification - Requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays (This is to replace req. #176774 - which has been cancelled)

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>> The PO was unencumbered in FY 2012. Please see screen shot below.

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>> From: Carol Magers

>> Sent: Tuesday, January 15, 2013 1:03 PM

>> To: Stacey Sloan; Shannon Williams; Kathy Peterson; Lisa Zoski; David McCurdy; Jessica Griffith

>> Cc: Randall Rice; Judge Paul Raleeh; Linda Riggs; Janet Graves

>> Subject: RE: (ID 97003) Work Order Notification - Requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays (This is to replace req. #176774 - which has been cancelled)

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>> The PO for req 176774 (PO 159004) was cancelled on 10/31/12 per IT and indicating that another PO would be issued to Lexmark.

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>> From: Stacey Sloan

>> Sent: Tuesday, January 15, 2013 1:01 PM

>> To: Shannon Williams; Kathy Peterson; Lisa Zoski; David McCurdy; Carol Magers; Jessica Griffith

>> Cc: Randall Rice; Judge Paul Raleeh; Linda Riggs; Janet Graves  
>> Subject: RE: (ID 97003) Work Order Notification - Requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays (This is to replace req. #176774 - which has been cancelled)

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>> It appears the original requisition #176774 for \$1,089.06 has not been canceled. The requisition will need to be canceled so the funds will be unencumbered and fall back into the account/project code to cover the new requisition.

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>> Carol, can you cancel the requisition or does the department need to?

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>> Linda/Randall - after the requisition is canceled, will the funds be available immediately to process requisition 180535 or do we need to wait on an "upload"?

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>> Stacey Sloan  
>>  
>> Sr. Financial Analyst,  
>>  
>> Collin County Budget & Finance  
>>  
>> 972-548-4672

>>  
>>



>> Subject: RE: (ID 97003) Work Order Notification - Requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays (This is to replace req. #176774 - which has been cancelled)

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>> I am not quite sure where to go from here. David told Jess that this is waiting for approval. It is not in my approval section. When I look it up it says "exceeds budget balance" no money has been transferred from the FY2012 budget which is when this original request was submitted. Who can help with this?

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>> Shannon Williams

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>> JP1 Court Administrator

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>> Collin County, TX

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>> 972-548-4128

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>> -----Original Message-----

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>> From: Kathy Peterson

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>> Sent: Tuesday, November 06, 2012 1:35 PM

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>> To: Shannon Williams; Lisa Zoski; David McCurdy; Carol Magers

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>> Subject: (ID 97003) Work Order Notification - Requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays (This is to replace req. #176774 - which has been cancelled)

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>> Shannon,

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>> I have entered requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays.

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>> Please enter account codes and approve.

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>> Thanks, Kathy

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>> P.S. The account code that was used before was 028-2401-444-89.02, project code U24006

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>> Work Order Type: Work Order  
>>  
>> ID: 97003  
>>  
>> Summary: Shannon Williams - Printer order  
>>  
>> Type: Requisitions  
>>  
>> Subtype: Hardware  
>>  
>> Category:  
>>  
>> Status: Open  
>>  
>> Date Assigned: Tuesday, November 06, 2012 1:30:15 PM  
>>  
>> Charge:  
>>  
>> System Closed Date:  
>>  
>> Department:  
>>  
>> Department Number:  
>>  
>> Hours:  
>>  
>> Location:  
>>

>> Date Opened: Thursday, August 02, 2012 4:56:26 PM Due Date:

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>> Priority: 7 Service Request

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>> Requestor: Outside Call

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>> Assigned Technician: Carol Magers

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>> Description:

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>> Thursday, August 02, 2012 4:58:16 PM by rachel3 - (Public)

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>> I need to order this printer that was approved in Commissioners Court. I have attached the quote. Can you tell me how I can get this ordered?

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>> Thank you.

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>> Resolution:

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>> Technician Notes:

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>> Tuesday, November 06, 2012 1:30:18 PM by kathy4 - (Public)

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>> Entered requisition #180535 for 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays.

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>> Sent to Shannon to enter account codes and approve. Thanks, Kathy

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>> Wednesday, October 31, 2012 4:46:51 PM by zoskilisa - (Public)

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>> Assigned to Kathy

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>> Wednesday, October 31, 2012 4:40:27 PM by mcurdydav - (Public)

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>> I have attached quotes, please order a quantity of 1 Lexmark CS510de printer and a quantity of 2 Lexmark CS510 550 sheet paper trays.

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>> Wednesday, October 31, 2012 2:37:41 PM by mcurdydav - (Public)

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>> I have requested a quote.

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>> Wednesday, October 31, 2012 2:37:41 PM by mcurdydav - (Public)

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>> Dell is trying to make us purchase an extended warranty on this printer. We have decided to order one of our Lexmark standard color printers instead.

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>> Tuesday, August 14, 2012 9:56:33 AM by brigitte - (Public)

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>> PO 159004 issued, estimated due date 8/31/12. BB.

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>> Tuesday, August 07, 2012 11:24:08 AM by kathy4 - (Public)

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>> Entered requisition #176774 for Qty 1, Dell 5130cdn Color Laser Printer and Qty 2, Dell 5130cdn 550 Sheet paper.

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>> Sent to Shannon to enter account code and approve. Thanks, Kathy  
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>>  
>> Monday, August 06, 2012 8:38:11 AM by zoskilisa - (Public)  
>>  
>> Assigned to Kathy  
>>  
>>  
>>  
>> Friday, August 03, 2012 10:53:27 AM by mcurdydav - (Public)  
>>  
>> Please order Dell printer for JP#1 office. This has been approved by  
court. Please contact Shannon for account number.  
>>  
>> Call Back Number:  
>>  
>> Asset Type:  
>>  
>> Assigned Asset ID:  
>>  
>> Asset Name:  
>>  
>> Assignments:  
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>>  
>>  
>>  
>> <image001.jpg>  
>> <image002.png>  
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