

**COLLIN COUNTY**

OFFICE OF THE SHERIFF
4300 Community Avenue
McKinney, TX 75071

MEMO

Date: October 31, 2012

To: Sheriff Terry Box

From: Mike Anderson *MA*

Re: Budget amendment for Electronic Fingerprint Storage

Funds were approved in FY 2012 for the acquisition of a fingerprint storage cabinet to accommodate ever increasing numbers of finger print records we are required to maintain. Prior to the end of the year Major Ruckel found an electronic fingerprint storage system which could be purchased with the funds already approved but not yet spent. We were advised to wait until the FY 2012 funds rolled over at the end of the year and submit a budget amendment to reallocate funds at that time. The advice to delay the request was due to the shortness of time left in FY 2012 to accomplish the process through court, obtaining a purchase order, and funding the purchase. Since Major Ruckel has retired, Major Sanderson has provided the attached Budget Amendment form to include with an agenda item entry.

Budget Amendment Request Form

For Budget Office Use Only	
Court <input type="checkbox"/>	Non-Court <input type="checkbox"/>
FY _____	Seq. No. _____
Approved by: _____	Date: _____

Date of Request: October 29, 2012

From: SO/Diane Stubbs/5170
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: _____ New Existing

Project Code to Receive Amendment: New Existing

TO Account Information:

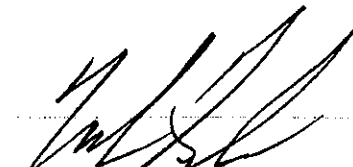
Line Item Number	Line Item Description	Project Code	Amount
001-5001-640.90-02	Computer Equipment	<i>New</i>	\$32,846.00
TO Total:			\$32,846.00

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
001-5001-640.90-01	Office Equipment	US0005	\$32,846.00
FROM Total:			\$32,846.00

Purpose for Request:

Repurpose the money originally budgeted to purchase physical file cabinet storage for paper copies of fingerprints to new electronic data storage. This will allow fingerprints to be stored electronically instead of physical fingerprint cards that have to be created and transported between departments.



 Elected Official / Department Head