

Below is a detailed list of what items were approved with this position. I will not be needing the Desk – Employee Package which is currently listed at \$4700 per FY2026 budget packet. I would also not need the phone at this time due to the work station that the lead clerk would be using already has a phone. All other items would be needed to perform the duties of the job.

Request Title LEAD CLERK IN MCKINNEY DEALER ROOM (HB718)							Priority #	2
Item Description / Account Description	Final Outcome	User Name / Title	New / Replace	Account # and Project String	Adopted Qty	Final Unit Cost	Final Total Amount	
Desk - Employee Package	Adopted	Lead Clerk	New	0001-10001-0001-41-30-0000-698801-	1	\$4,565.00	\$4,565.00	
Lead Clerk / 535 (Requested Title/Grade) SALARY Full-Time	Adopted			Personnel	1	\$52,822.00	\$52,822.00	
Lead Clerk / 535 (HR Corrected Title/Grade) SALARY								
Lead Clerk / 535 (Requested) BENEFITS Full-Time	Adopted			Personnel	1	\$27,663.00	\$27,663.00	
Lead Clerk / 535 (Corrected) BENEFITS								
Computer - Desktop	Adopted	Lead Clerk	New	0001-10001-0001-41-30-0000-698801-	1	\$1,867.00	\$1,867.00	
Phone - Employee Desk Phone	Adopted	Lead Clerk	New	0001-10001-0001-41-30-0000-698801-	1	\$391.00	\$391.00	
Printer - Color Small	Adopted	Lead Clerk	New	0001-10001-0001-41-30-0000-698801-	1	\$615.00	\$615.00	
Scanner - Top Feed	Adopted	Lead Clerk	New	0001-10001-0001-41-30-0000-698801-	1	\$929.00	\$929.00	
Software - Adobe Pro	Adopted	Lead Clerk	New	0001-10001-0001-41-30-0000-698801-	1	\$121.00	\$121.00	
Software - EA	Adopted	Lead Clerk	New	0001-10001-0001-41-30-0000-698801-	1	\$979.00	\$979.00	
Dues and Subscriptions	Adopted	Lead Clerk		0001-10001-0001-41-30-0000-698801-	1	\$150.00	\$150.00	
Education and Conference	Adopted	Lead Clerk		0001-10001-0001-41-30-0000-698801-	1	\$1,000.00	\$1,000.00	
LEAD CLERK IN MCKINNEY DEALER ROOM (HB718) Adopted Total							\$91,102.00	