

**Department New Request Form
Fiscal Year 2023**

Program	Public Works	Title of New Request:	Rank: 7
Department	Wastewater/Compost	Copier Replacment	
Request Category	New		
Request Rating	Required		
Department Goal	Organizational Excellence		

1. How will request assist in achieving Department Goal and benefit the customer

Department administration requires the use of copiers. A Wastewater copier is past it useful life and needs replacing.

2. What specifically is needed to achieve this goal?

Purchase a replacment copier.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2023 Unfunded	FY 2023 Funded	Proposed FY 2024 Ongoing
Ongoing Expenses								
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
One-time Expenses								
5311.330.430610.220	Copier	1	5500	5,500		-	5,500	
						-	-	-
						-	-	-
						-	-	-
						-	-	-
Expense Sub-Total				5,500		-	5,500	-

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
5311	F Existing fund balance	5,500	
Revenue Sub-Total		5,500	-

4. What sort of data will be used to report results and outcomes of request?

Count of copies made.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	-
Non-tax	-	-
Fund Balance	5,500	-
Total	5,500	-