

SUMMARY OF BUDGET
REQUIREMENTS
2007 - 2008

DEPARTMENT PURCHASING
DIVISION 233 PURCHASING

FUND 101 GENERAL

I APPROVE THIS ESTIMATE OF REQUIREMENTS FOR 7-1-07 THRU 6-30-08
AND PRESENT MY REQUESTS FOR APPROPRIATIONS.

DEPARTMENT HEAD: 

ACCT NO	CLASS	EXPENDED 04 05	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
	ORDINARY RECURRING EXPENSES					
	PERSONAL SERVICES					
706 00	SALARY & WAGES PERM EMPLOYEES	\$ 17,798	\$ 18,870	\$ 19,435	\$ 19,435	\$
710 00	FRINGE BENEFITS	9,433	10,944	11,661	11,661	\$
	TOTAL PERSONAL SERVICES	\$ 27,231	\$ 29,814	\$ 31,096	\$ 31,096	\$
	SUPPLIES AND MATERIALS					
728 00	OFFICE SUPPLIES	\$ 0	\$ 2	\$ 100	\$ 100	\$
730 00	POSTAGE	0	14	100	100	\$
	TOTAL SUPPLIES & MATERIALS	\$ 0	\$ 16	\$ 200	\$ 200	\$
	CARRIED FORWARD	\$ 27,231	\$ 29,830	\$ 31,296	\$ 31,296	\$

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ACCT NO	CLASS	EXPENDED 04 05	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
	BROUGHT FORWARD	\$ 27,231	\$ 29,830	\$ 31,296	\$ 31,296	\$
818 00	CONTRACTUAL SERVICES					
901 00	CONTRACTUAL SERVICES	\$ 7,179	\$ 8,025	\$ 10,045	\$ 10,570	\$
958 00	ADVERTISING	0	0	100	100	
	DUES & SUBSCRIPTIONS	75	0	75	75	
	TOTAL CONTRACTUAL SERVICES	\$ 7,254	\$ 8,025	\$ 10,220	\$ 10,745	\$
	TOTAL ORDINARY RECURRING EXPENSES	\$ 34,485	\$ 37,855	\$ 41,516	\$ 42,041	\$
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY	\$ 0	\$ 0	\$ 0	\$	\$
	TOTAL FOR DIVISION	\$ 34,485	\$ 37,855	\$ 41,516	\$ 42,041	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

706-00 SALARY & WAGES PERM EMPLOYEES

FUND: 101 GENERAL
 DIVISION: 233 PURCHASING

NO	TITLE	NAME	D.O.H.	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS				\$ 18,870	\$ 19,435		
25%	CITY CONTROLLER/PURCHASING AGENT					\$ 19,435	\$
						\$ 19,435	\$

710-00 FRINGE BENEFITS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 10,944	\$ 11,661		
FULL-TIME SALARY OF \$19,435 X .60			\$ 11,661	\$
			----- \$ 11,661	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

728-00 OFFICE SUPPLIES

FUND: 101 GENERAL
 DIVISION: 233 PURCHASING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 2	\$ 100		
ENVELOPES, PENS, PAPER AND OTHER NECESSARY SUPPLIES			\$ 100	\$
			\$ 100	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

730-00 POSTAGE

FUND: 101 GENERAL
 DIVISION: 233 PURCHASING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 14	\$ 100		
POSTAGE FOR MAILING OF PURCHASE ORDERS AND OTHER GENERAL REQUIREMENTS.			\$ 100	\$

818-00 CONTRACTUAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 8,025	\$ 10,045		
DATA PROCESSING CHARGES			\$ 10,570	\$
			----- \$ 10,570	\$

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 0	\$ 100		
NEWSPAPER ADS			\$ 100	\$
			\$ 100	\$

958-00 DUES & SUBSCRIPTIONS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 0	\$ 75		
MPPOA DUES			\$ 75	\$
			\$ 75	\$