

REPORT OF GENERAL MANAGER

NO. 02-193

DATE May 1, 2002

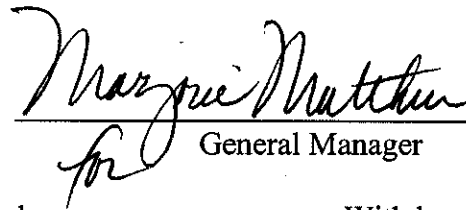
C.D. \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION TO THE FURNITURE, OFFICE AND TECHNICAL EQUIPMENT, OFFICE AND ADMINISTRATIVE EXPENSES - ACCOUNTS IN FUNDS 302

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan JD  
J. Kolb \_\_\_\_\_

H. Fujita \_\_\_\_\_  
\*M. Tamuri MT  
M. Matthews \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board authorize the transfer of appropriation within Recreation and Parks Fund 302 to record and classify expenses under the appropriate accounts, as follows:

From:	Account 304, Activity 0913 - Contractual Service	\$12,000.00
To:	Account 7300, Activity 0900 - Furniture, Office and Technical Equipment	\$10,000.00
	Account 6010, Activity 0900 - Office and Administrative Expenses	\$ 2,000.00

SUMMARY:

Expenditures have to be recorded and classified under the proper appropriation accounts. In order to accomplish this, funds must to be appropriated into the pertinent appropriation accounts. The funds are used to purchase computer and related equipment. The amount for Office and Administrative Expenses is for computer software, paper inks, toner cartridges and repair/service calls for the Division's engineering copy machines.

Report prepared by Jess Miller, Senior Management Analyst.