

**CITY OF OVIEDO  
BUDGET TRANSFER/AMENDMENT DETAIL FORM**

**For Accounting use:**

Fiscal Year: 2013/2014      Accounting Approval: \_\_\_\_\_  
 Period: \_\_\_\_\_      Entered By: Teresa Correa  
 Transaction Date: 9/19/2014      Group Number: \_\_\_\_\_

**Department/Division** Development Services - Building Services

**Dept. Authorization** Development Services and Buildin Services *Deeshruf*  
 Teresa Correa      Don Fuchs

Account Number	Fund / Account Description	Increase	Decrease
<i>120-2401-524,52-04</i>	<i>Small Tools</i>		<i>- 130</i>
120-2401-524-54-10	Manuals		\$ <i>- 3464</i>
120-2401-524-52-05	Computer Supplies	\$ 3,594	
001-1501-515-13-20 -	Temporary		\$ - 1,454
001-1501-515-52-05 -	<i>operating supplies small tools</i> Computer Supplies	\$ 1,454	

<b>Count</b>		<b>TOTAL</b>	<b>\$5,045</b>	<b>\$5,045</b>
			-----Must Balance-----	
			(Do not use cents)	

**Notes / Comments**  
 Transfer proposed to buy new monitors and 1 computer for Development Services Staff  
 Note as to why the transfer needs to be made, reference all documentation including resolutions or ordinances.

<b>Approved By:</b> Check Appropriate Box	City Council: Exceeds \$35,000	Informational Note Only: Programs/Capital not budgeted must be presented to Council	Resolution # 2600-12
	City Manager: Less than \$35,000		Approval Date: 09-30-2013
	Mgt Srv Director: Internal	Signature: _____ [Date Signed: _____]	BA # - 2013- <i>102</i>

*Robert R Hayes*      *9/19/14*

Teresa -

need BA

9/13/14

**Hayes, Robin**

**From:** Martin, Lawanna  
**Sent:** Monday, September 8, 2014 2:24 PM  
**To:** Correa, Teresa  
**Cc:** Hayes, Robin  
**Subject:** RE: monitors

Teresa, below are the comments put in the requisition as well as the amount associated with each account. Thank you

████████████████████  
STATUS: DEPARTMENT HEAD

REQUISITION BY: IT - MARTIN      REASON: COMPUTERS FOR DEVELOPMENT SERVICES  
DEPARTMENT      DATE: 9/08/14  
SHIP TO LOCATION: COMPUTER SERVICES      SUGGESTED VENDOR: 2343 DELL MARKETING L.P.      DELIVER BY  
DATE: 9/08/14

LINE NBR	DESCRIPTION	UNIT QUANTITY	EXTEND UOM	COST	COST	VENDOR PART NUMBER
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██████████		1.0000		3591.99		
	COMMODITY: NON-CAPITAL PURCHASES					
	SUBCOMMOD: NON-CAPITAL PURCHASES					

██████████		1.0000		1453.89		
	COMMODITY: NON-CAPITAL PURCHASES					
	SUBCOMMOD: NON-CAPITAL PURCHASES					

REQUISITION TOTAL: ██████████

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	%	AMOUNT
██████████	BOOKS, PUBLICATIONS, SUBS			100.00      3591.99
	MANUALS			
██████████	OPERATING SUPPLIES			100.00      1453.89
	COMPUTER SUPPLIES			

5045.88

REQUISITION IS IN THE CURRENT FISCAL YEAR.

**REQUISITION COMMENTS**

September 8, 2014 1:59:08 PM Imartin.  
City preferred hardware provider.

**Budget:**

**Teresa Correa will submit a realignment of funds for budget adjustment within the department.**

**Associated accts :**  
**120-2404-524.54-10**  
**001-1501-515.52-05**

**Approved by Robin Hayes**

400 Alexandria Blvd | Oviedo FL 32765  
Direct: 407-971-5515 | Fax: 407-971-5800  
[lmartin@cityofoviedo.net](mailto:lmartin@cityofoviedo.net) | [www.cityofoviedo.net](http://www.cityofoviedo.net)

**From:** Correa, Teresa  
**Sent:** Monday, September 08, 2014 11:17 AM  
**To:** Smith, Jason  
**Cc:** Hayes, Robin; Martin, Lawanna  
**Subject:** RE: monitors

Jason and Lawanna,

Thank you both for your help with the computers.  
Sincerely,

Teresa Correa, Ph.D., AICP  
Development Services Director

City of Oviedo  
400 Alexandria Boulevard  
Oviedo, FL 32765  
tel: 407-971-5751  
fax: 407-971-5819

**From:** Smith, Jason  
**Sent:** Monday, September 08, 2014 10:46 AM  
**To:** Correa, Teresa  
**Cc:** Hayes, Robin; Martin, Lawanna  
**Subject:** RE: monitors

Here's the quote on the 7 Monitors and PC at a total of \$5045.88. Lawanna, if you can process a PO# for me please (Robin's discussion with you Friday).

I bundled the 24" monitors with the PC and saved @ \$30 per unit. Cost on the PC alone was \$1453.89.

**From:** Correa, Teresa  
**Sent:** Friday, September 5, 2014 4:26 PM  
**To:** Smith, Jason  
**Cc:** Hayes, Robin; Martin, Lawanna  
**Subject:** monitors

Jason,

Here is what we decided today.

For engineering, we will buy (1) one 27' monitor and (1) one 24' monitor.

For development services, we will buy (1) one 27' monitor and (3) three 24' monitors.

For Fire, we will buy (1) one 27' monitor.

Total: 3 (three) 27' monitors and 4 (four) 24' monitors. Total approximate cost (based on your estimates): \$3,740.81.

Robin and I found some money in my budget to pay for (1) one new computer as well. I will see if we have additional money in my Department and let you know. Robin would do the same.

Thank you for your help.

Sincerely,

Teresa Correa, Ph.D., AICP  
Development Services Director

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