

IN CITY COUNCIL
CITY OF CAMBRIDGE
June 24, 1996

INTRODUCED BY CITY MANAGER ROBERT W. HEALY

AN ORDER CONCERNING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING JULY 1, 1995

ORDERED: That the following transfer be made in the General Fund of the City of Cambridge:

FROM	AMOUNT	TO	AMOUNT
Employee Benefits	\$25,000.00	Finance Purchasing	\$25,000.00
Salary & Wages Account		Extraordinary Expenditures	

REASON (S) purchasing of a scanning system.

In City Council June 24, 1996.
Adopted by a yea and nay vote:-
Yeas 9; Nays 0; Absent 0.
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury

D. Margaret Drury
City Clerk

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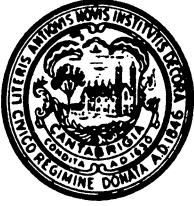
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City Clerk



10.

CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300
FAX. 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

June 24, 1996

To The Honorable, The City Council:

Attached is an order requesting the transfer of \$25,000.00 from the Employee Benefits Salary & Wages Adjustment Account to the Finance Purchasing Extraordinary Expenditures Account for the purchase of a scanning system that will allow Purchasing to replace the Lektriever with a more dependable system.

The Purchasing Department currently files prior and current year requisitions in a Lektriever, a 20 year old, large rotating, filing cabinet. Although designed to hold three years worth of requisitions, it does not hold two years. Therefore, requisitions are filed in the Lektriever, and various file cabinets in the office, increasing the chances of losing or misfiling requisitions. A scanning system would allow the image of the requisition and all backup documentation to be stored on a disk or CD. Office space would be greatly freed up, paper overload would be lessened, accuracy of filing and retrieval of requisitions would be increased, and the Purchasing Office would no longer be dependent on a machine which is past its useful life.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mec

Consent Agenda #10

F-96

Relative to an order requesting
the transfer of \$25,000.

In City Council June 24, 1996

Order Adopted.
9-0-0.