

City of Waltham

Jeannette A. McCarthy
Mayor

CITY OF WALTHAM
CITY CLERK'S OFFICE

2018 MAY 24 A 9:24

RECORDED

May 24, 2018

TO: The City Council
RE: CIP Transfer Request – Clerk - Computers

Dear Councillors:

I respectfully request a transfer of capital improvement funds totaling \$1,907.94 for the purchase of a laptop computer for the City Clerk's Office. It will be used to automate the marriage license application process.

FROM:

#001-161-5800-6414	Clerk-Office Equipment	\$ 413.38
#310-161-2008-6510	Clerk-Records Conversion	\$ 6.96
#310-161-2013-6836	Clerk-Gas Heater (Bright)	\$ 224.60
#310-161-2013-6413	Clerk-Copy Machine	\$1,263.00
<u>TOTAL</u>		<u>\$1,907.94</u>

TO:

#001-161-5800-6540	Clerk-Computers	\$ 413.38
#310-161-2008-6540	Clerk-Computers	\$ 6.96
#310-161-2013-6540	Clerk-Computers	\$1,487.60
<u>TOTAL</u>		<u>\$1,907.94</u>

Attached is a copy of a letter dated May 23, 2018 that was received from Assistant City Clerk Joseph Vizard. Mr. Vizard will be available to answer questions concerning this request.

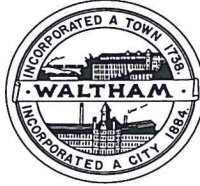
Sincerely,

Jeannette A. McCarthy

JAM/ccb

Enclosure

cc: Joseph Vizard



RECEIVED
MAY 23 2018
MAYOR'S OFFICE

City Clerk's Office
610 Main Street
Waltham, MA 02452
781-314-3120

May 23, 2018

Jeannette A. McCarthy, Mayor
City of Waltham
610 Main Street
Waltham, MA 02452

Dear Mayor McCarthy,

I am writing to request a transfer for the purpose of purchasing a laptop computer for the City Clerk's Office. This computer will be used to automate the marriage license application process.

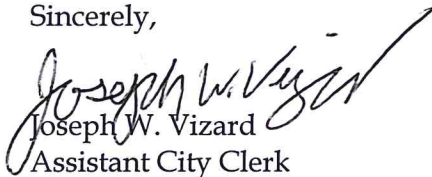
From:

CLERK - OFFICE EQUIPMENT 001-161-5800-6414 001-161-5800-6414	\$413.38
CLERK - RECORDS CONVERSION 310-161-2008-6510	\$6.96
CLERK-GAS HEATER-BRIGHT GYM 310-161-2013-6836	\$224.60
CLERK-COPY MACHINE 310-161-2013-6413	\$1,263.00

To:

CLERK-COMPUTERS 001-161-5800-6540	\$413.38
CLERK-COMPUTERS 310-161-2008-6540	\$6.96
CLERK-COMPUTERS 310-161-2013-6540	\$1,487.60

Sincerely,


Joseph W. Vizard
Assistant City Clerk

Cc: Paul Centofanti