

Kittitas County Clerk

Agenda Staff Report

AGENDA DATE:

2/5/2013

ACTION REQUESTED:

Request to approve Purchase Reimbursement Agreement with the Administrative Office of the Courts to cover the cost of one desk top computer and one monitor not to exceed \$900.

BACKGROUND:

The state mission is to fund up to 75% of the computer equipment they believe we need based on how many computers we had when we first went on to the state computer system. This year's we have one computer due to be replaced. Kittitas County Information Technology also agrees that we have one computer that will be rotated out of our office. The Administrative Office of the Courts has supplied the Purchase Reimbursement Agreement that will fund that replacement not to exceed \$900. This is the same process we have used in the past.

INTERACTION:

The Purchase Reimbursement Agreement comes from the Administrative Office of the Courts. Our civil prosecutor, Zera Lowe, has reviewed the agreement and given her approval. Judy Pless, Kittitas County Fiscal Officer, has reviewed the the process and signed off as well. I have submitted the informational request to Kittitas County Information Technology and they are aware that the purchase request will be coming after we receive the signed PRA back from the state.

RECOMMENDATION:

I recommend that the Board of Kittitas County Commissioners approve the Purchase Reimbursement Agreement and ask that the Chairman or Acting Chairman affix his signature to the last page of two copies of the agreement.

HANDLING:

I will need the two original Purchase Reimbursement Agreements returned to me to forward to the Administrative Office of the Courts for the signature of their representative. They will return one original to me. I will keep a copy, forward a copy to the auditor and forward the original to the Commissioner's Office for their retention.

LEAD STAFF:

Joyce Julsrud