

AGENDA ITEM 6 B
Consent Calendar

MEMORANDUM

DATE: May 1, 2008

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: Purchase Order Revision for Blue Ribbon Personnel for Fiscal Year 2007/2008

REQUESTED ACTION:

BY MOTION, Approve Revised Purchase Order B13200 issued to Blue Ribbon Personnel in the amount of \$15,000. for fiscal year 2007/2008

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) Purchasing Procedures and the Joint Powers Agreement establishing El Dorado Transit require Board Approval for Purchase Orders over \$10,000 and Purchase Requisitions over \$5,000. The Transit Director certifies that this purchase has been processed within approved Purchasing Procedures.

El Dorado Transit has an allocated position for an Information Technology Analyst (ITA). In the 2nd quarter of fiscal year 2007/2008, the employee filling that position separated from El Dorado Transit. ITA duties are currently being performed by that person through Blue Ribbon Personnel.

The revision outlined below, is within the approved Fiscal Year 2007/2008 Budget and does not require a budget transfer.

Service and Supplies Accounts

Purchase Order # B13200 - Blue Ribbon Personnel			
5010.02	Extra Help Employees	\$ 9,000.	\$ 15,000.