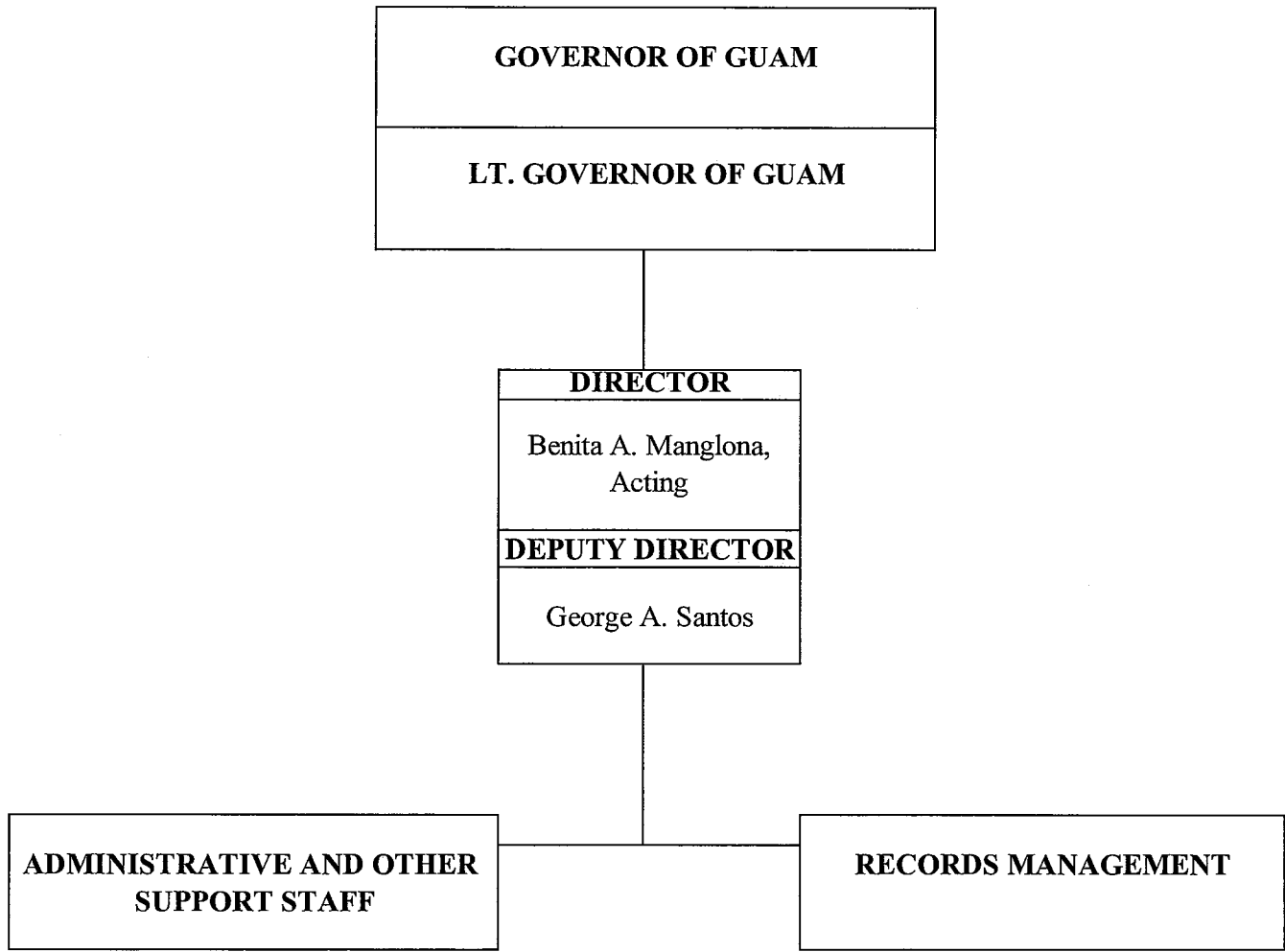


**DIRECTOR'S
OFFICE**

ORIGINAL

**OFFICE OF THE DIRECTOR
ORGANIZATIONAL CHART**

FISCAL YEAR 2012 and 2013



ORIGINAL

DIRECTOR'S OFFICE
FUNCTIONAL CHART
FISCAL YEAR 2012 and 2013

DIRECTOR

DEPUTY DIRECTOR

Title IV of the Government of Guam Code of Guam established the Department of Administration as the central agency responsible for the transactions of internal business activities of the Government of Guam . In addition, the Office of the Director formulates and adopts procedures and regulations necessary for efficiency and effectiveness in all fiscal and personnel related operations and activities relative to government operation.

Administrative and Other Support Staff

Facilitates the administrative function for the Director's Office. The support staff develops and implements office management procedures, policies and regulations directly related to the function of the department. Entertains and assists in complaints and inquiries by properly channeling to the respective divisions for response. Manages and tracks department budget, safety and public information programs. Other support staff are responsible for the maintenance operation inclusive of preventive maintenance on all air conditioning units and minor repairs; janitorial services inclusive of minor plumbing repairs; ground maintenance services on the entire facility inclusive of the Data Processing Division building; also assist in the GASB34 project by maintaining general ledgers and subsidiary fixed asset accounts, record entries related to acquisition, transfer, disposition and surveyed items, determine property valuation, continue with tagging all assets with bar code property identification labels and conduct physical inventory, identify fixed assets purchased under the local or federal

Records Management

Pursuant to Public Law 6-64, Record Management Act, the Records Management Division established a continuing program for efficiently and economically managing government records, by planning, organizing and directing the entire Records Management Program for the Executive Branch. Assistance may be provided to the Autonomous Agencies, Legislative and Judicial branches of the Government of Guam upon request and approval of the Director of Administration.

ORIGINAL

**Decision Package
Biennial Budget
Fiscal Years 2012 & 2013**

Department: Department of Administration **Division/Section:** Director's Office

Program Title: Director's Office

Activity Description:

This office is responsible for providing administrative policies and direction for the various divisions of the Department of Administration. It is also responsible for ensuring an effective administration of internal business of the government of Guam by providing proper guidance, direction and coordination of efforts.

Major Objective(s):

To ensure clear direction and proper management of human resources and fiscal resources by formulating and adopting procedures and regulations necessary for increased efficiency and effectiveness in all fiscal and human resources related operations and activities.

To provide a safe workplace environment and maintain facility and grounds to a level suitable for employees, customers, and the general public.

Short-term Goals:

To provide the necessary support services to the various divisions of the department.

To improve regulations and policies concerning personnel, supplies and equipment, management and other supportive policies for the government of Guam

To improve facilities and identify renovation/repair requirements within available budget.

Workload Output

Workload Indicator:	FY2010 Level of Accomplishment	FY2011 Anticipated Level	FY2012 Projected Level	FY2013 Projected Level
Provide general supervision for divisions within the department	5	5	5	5
Provide human resources for divisions to meet their mission	141	141	141	141
Certify funds & approve requests for Direct Payments/Journal Vouchers	15	35	35	35
Certify funds & approve requests for requisitions	130	200	200	200
Certify funds & approve contract payments	4	4	4	4
Process and maintain files of incoming & outgoing correspondence	2520	2800	2800	2800
Process requests for information (Sunshine Act)	14	15	15	15

ORIGINAL

AS400 Account Code	Appropriation Classification	GENERAL FUND						SPECIAL FUND						FEDERAL FUNDS						GRAND TOTALS (ALL FUNDS)					
		FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY 2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY 2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY 2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY 2013 Governor's Request								
111	PERSONNEL SERVICES	527,381	449,375	526,851	534,616	0	0	0	0	0	0	0	0	0	0	0	0	527,381	449,375	526,851	534,616				
112	Regular Salary/Incentive/Special Pay:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
113	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
114	Benefits:	144,947	146,679	157,386	169,211	0	0	0	0	0	0	0	0	0	0	0	0	144,947	146,679	157,386	169,211				
	Insurance Benefits (Medical / Dental / Life):	11,934	9,298	14,001	14,001	0	0	0	0	0	0	0	0	0	0	0	0	11,934	9,298	14,001	14,001				
	TOTAL PERSONNEL SERVICES	\$684,262	\$605,352	\$698,238	\$717,828	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$684,262	\$605,352	\$698,238	\$717,828				
220	OPERATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	TRAVEL - Off-Island/Local Mileage Reimburse:	0	0	0	0	37,244	0	0	0	0	0	0	0	0	0	0	0	37,244	0	0	0				
230	CONTRACTUAL SERVICES:	1,327,699	614,047	637,694	636,873	47,381	430,500	0	0	0	0	0	0	0	0	0	0	1,375,080	1,044,547	637,694	636,873				
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
240	SUPPLIES & MATERIALS:	21,698	24,237	30,000	30,000	2,415	4,073	0	0	0	0	0	0	0	0	0	0	24,013	28,310	30,000	30,000				
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
271	DRUG TESTING:	0	0	375	375	0	0	0	0	0	0	0	0	0	0	0	0	0	0	375	375				
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
290	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	TOTAL OPERATIONS	\$1,349,297	\$638,284	\$668,069	\$667,248	\$87,040	\$434,573	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,436,337	\$1,072,857	\$668,069	\$667,248				
361	UTILITIES:	248,350	168,061	265,000	292,000	0	0	0	0	0	0	0	0	0	0	0	0	0	248,350	168,061	265,000	292,000			
362	Water Sewer:	36,329	40,476	33,000	37,000	0	0	0	0	0	0	0	0	0	0	0	0	0	36,329	40,476	33,000	37,000			
363	Telephone/ Toll:	339,776	375,000	412,500	453,000	0	0	0	0	0	0	0	0	0	0	0	0	0	339,776	375,000	412,500	453,000			
	TOTAL UTILITIES	\$624,455	\$583,537	\$710,500	\$782,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$624,455	\$583,537	\$710,500	\$782,000			
450	CAPITAL OUTLAY:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	TOTAL APPROPRIATIONS:	\$2,669,141	\$1,827,173	\$2,076,607	\$2,167,076	\$87,040	\$434,573	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,765,058	\$2,281,746	\$2,076,607	\$2,167,076			
	Indirect Cost Fund (632)																								
	UNCLASSIFIED:	3	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	3	3			
	CLASSIFIED:	7	6	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	7	6	6	6			
	TOTAL FTE:	10,000	9,000	9,000	9,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	10,000	9,000	9,000	9,000			

ORIGINAL

Schedule B - Contractual

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
Technical Services for GGWAN	1	\$ 750.00	\$ 750.00	1	\$ 750.00	\$ 750.00
Maintenance of GSA Procurement Module	1	\$ 12,000.00	\$ 12,000.00	1	\$ 12,000.00	\$ 12,000.00
Technical Support for FIRM/AS400 (BACIS)	1	\$ 175,000.00	\$ 175,000.00	1	\$ 175,000.00	\$ 175,000.00
PMIS Maintenance	1	\$ 19,196.50	\$ 19,196.50	1	\$ 19,196.50	\$ 19,196.50
Uniface License Maintenance	1	\$ 6,759.00	\$ 6,759.00	1	\$ 6,759.00	\$ 6,759.00
Technical Support Services for Security Access	1	\$ 1,067.50	\$ 1,067.50	1	\$ 1,067.50	\$ 1,067.50
Web Hosting Maintenance	1	\$ 2,100.00	\$ 2,100.00	1	\$ 2,100.00	\$ 2,100.00
Network Monitoring	1	\$ 5,940.00	\$ 5,940.00	1	\$ 5,940.00	\$ 5,940.00
Internet T1 Services	6	\$ 467.00	\$ 2,802.00	6	\$ 467.00	\$ 2,802.00
IBM Machine Maintenance	1	\$ 49,059.80	\$ 49,059.80	1	\$ 49,059.80	\$ 49,059.80
Machine Printer Maintenance (Data)	1	\$ 3,660.78	\$ 3,660.78	1	\$ 3,660.78	\$ 3,660.78
MITEL Phone Maintenance	1	\$ 858.00	\$ 858.00	1	\$ 858.00	\$ 858.00
Generator Maintenance (Data)	1	\$ 2,544.00	\$ 2,544.00	1	\$ 2,544.00	\$ 2,544.00
Email Subscription	1	\$ 4,455.00	\$ 4,455.00	1	\$ 4,455.00	\$ 4,455.00
Strategi Subscription	1	\$ 3,919.00	\$ 3,919.00	1	\$ 3,919.00	\$ 3,919.00
Hay Group JEM Software Subscription	6	\$ 1,069.44	\$ 6,416.64	6	\$ 1,069.44	\$ 6,416.64
Xerox Copier Lease (HR)	1	\$ 12,856.92	\$ 12,856.92	1	\$ 12,856.92	\$ 12,856.92
Xerox Service Maintenance (HR)	1	\$ 440.28	\$ 440.28	1	\$ 440.28	\$ 440.28
Facsimile Machine Maintenance (HR) 2 faxes	1	\$ 906.00	\$ 906.00	1	\$ 906.00	\$ 906.00
Facsimile Machine Maintenance (HR)	1	\$ 5,088.00	\$ 5,088.00	1	\$ 5,088.00	\$ 5,088.00
Pitney Bowes Rental (HR)	1	\$ 767.50	\$ 767.50	1	\$ 767.50	\$ 767.50
Pitney Bowes Postage (HR)	1	\$ 600.00	\$ 600.00	1	\$ 600.00	\$ 600.00
Marianas Variety Advertising (HR)	1	\$ 775.00	\$ 775.00	1	\$ 775.00	\$ 775.00
PDN Advertising (HR)	1	\$ 775.00	\$ 775.00	1	\$ 775.00	\$ 775.00
PDN Subscription	1	\$ 143.00	\$ 143.00	1	\$ 143.00	\$ 143.00
Health Actuarial Consultant Contract	1	\$ 168,107.82	\$ 168,107.82	1	\$ 167,286.82	\$ 167,286.82
1099 MISC Tax Form Printing	1	\$ 2,160.00	\$ 2,160.00	1	\$ 2,160.00	\$ 2,160.00
2011 W2-GU Tax Form Printing	1	\$ 1,080.00	\$ 1,080.00	1	\$ 1,080.00	\$ 1,080.00
PDN Advertising (Accounting)	1	\$ 500.00	\$ 500.00	1	\$ 500.00	\$ 500.00
Marianas Variety Advertising (Accounting)	1	\$ 500.00	\$ 500.00	1	\$ 500.00	\$ 500.00
Xerox Copier Lease (DOA 8 units)	1	\$ 59,525.00	\$ 59,525.00	1	\$ 59,525.00	\$ 59,525.00
Lawn Services	1	\$ 3,712.50	\$ 3,712.50	1	\$ 3,712.50	\$ 3,712.50
I-Connect Radio Services	1	\$ 3,562.76	\$ 3,562.76	1	\$ 3,562.76	\$ 3,562.76
Water Delivery Services	1	\$ 1,780.00	\$ 1,780.00	1	\$ 1,780.00	\$ 1,780.00
Vehicle Maintenance	1	\$ 750.00	\$ 750.00	1	\$ 750.00	\$ 750.00
Firewall Maintenance & Network Monitoring	1	\$ 41,000.00	\$ 41,000.00	1	\$ 41,000.00	\$ 41,000.00
UPS Maintenance	1	\$ 36,136.00	\$ 36,136.00	1	\$ 36,136.00	\$ 36,136.00
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
Total Contractual			\$ 637,694.00			\$ 636,873.00

Schedule C - Supplies & Materials

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
Office and Janitorial Supplies	12	\$ 2,500.00	\$ 30,000.00	12	\$ 2,500.00	\$ 30,000.00
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
Total Supplies & Materials			\$ 30,000.00			\$ 30,000.00

Schedule D - Equipment

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
Total Equipment			\$ -			\$ -

Schedule E - Miscellaneous

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
Total Miscellaneous			\$ -			\$ -

Schedule F - Capital Outlay

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -
Total Capital Outlay			\$ -			\$ -

ORIGINAL

FUNCTIONAL AREA: FISCAL AND ADMINISTRATIVE

DEPARTMENT/AGENCY: DEPARTMENT OF ADMINISTRATION

PROGRAM: DIRECTOR'S OFFICE

FUND: GENERAL FUND

As of: 4 April 2011

(A)		(B)		(C)		(D)		(E)		(F)		(G)		(H)		(I)		(J)		(K)		(L)		(M)		(N)		(O)		(P)		(Q)		(R)		(S)	
No.	Position Number	Position Title	Grade/Step	Salary	Overtime	Subtotal	Inc. Adj.	Subtotal	Ret. Subtotal	Ret. (DD)	Social Security	Medicare	Life	Medical	Dental	Total Benefits	TOTAL	Total Benefits	TOTAL																		
1	06001	Director	L210 (DB)	\$88,915	\$0	\$88,915	0	\$88,915	\$25,163	\$495	\$0	\$1,289	\$174	\$2,064	\$192	\$29,377	\$118,292	\$29,377	\$118,292																		
2	64012	Deputy Director	N-10	73,020	0	73,020	0	73,020	20,665	0	0	1,059	174	0	0	21,897	94,917	21,897	94,917																		
3	06003	Administrative Services Officer	E-17	46,596	0	46,596	0	46,596	13,187	495	0	676	174	2,064	192	16,787	63,383	16,787	63,383																		
4	06004	Private Secretary	N-11	48,227	0	48,227	0	48,227	13,648	0	0	699	174	0	0	14,521	62,748	14,521	62,748																		
5	06009	Records Management Officer	K-01	36,865	0	36,865	0	36,865	10,463	495	0	536	174	0	0	11,668	48,641	11,668	48,641																		
6	06010	Customer Svc Representative	H-01	24,592	0	24,592	0	24,592	6,960	495	0	357	174	2,064	192	10,242	34,834	10,242	34,834																		
7	69105	Messgr Clerk (ILO Bldg Insp)	E-11	31,787	0	31,787	0	31,787	8,996	0	0	461	174	2,972	192	12,603	44,390	12,603	44,390																		
8	69109	Agricultural Gardener	A4/19	126,024	0	126,024	0	126,024	35,665	0	0	0	174	2,803	192	38,534	164,558	38,534	164,558																		
9	0213	Administrative Counsel (Any IV)	J-01	50,717	0	50,717	0	50,717	14,353	495	0	735	174	0	0	15,757	66,474	15,757	66,474																		
10	06005	Building Maintenance Leader	O-10	50,717	0	50,717	0	50,717	14,353	495	0	735	174	0	0	15,757	66,474	15,757	66,474																		
				Total:		\$526,743	\$0	\$526,743	\$108	\$526,851	\$149,099	\$3,475	\$0	\$5,812	\$1,566	\$11,667	\$768	\$171,386	\$69,237																		

1/2: FY 2011 (current) GovGuam contribution for Life Insurance is \$174 per annum. Subject to change in FY 2012
2/2: FY 2012 (proposed) GovGuam contribution rate of 28.3% for the Government of Guam Retirement is subject to change.

ORIGINAL

Input by Department										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Position No. Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(E+F+G+H+I) Subtotal
1	Director	Vacant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Deputy Director	George A. Santos	0	0	0	0	0	0	0	0
3	Administrative Services Officer	Daniel J. Harig	0	0	0	0	0	0	0	0
4	Private Secretary	Vacant (5/2/08)	0	0	0	0	0	0	0	0
5	Management Analyst IV	Kenneth C. Boira	0	0	0	0	0	0	0	0
6	Records Management Officer	Vacant (9/24/10)	0	0	0	0	0	0	0	0
7	Customer Services Supervisor	Maria Elizabeth T. Quezaga	0	0	0	0	0	0	0	0
8	Customer Svc Representative	Vacant (7/31/09)	0	0	0	0	0	0	0	0
9	Messgr. Clerk (ILO Bldg. Insp)	Dale C. Alvarez	0	0	0	0	0	0	0	0
10	Agricultural Gardener	Melton Duena Jr.	0	0	0	0	0	0	0	0
11	Administrative Counsel (Atty IV)	Robert H. Kane	0	0	0	0	0	0	0	0
12	Building Maintenance Leader	Vacant (4/7/08)	0	0	0	0	0	0	0	0
13	Chief Auditor (ITA)	Cory P. Diaz	0	0	0	0	0	0	0	0
Total:			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from open- gain, employees must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD. Ambulatory service personnel, 15% of reg. rate of pay

ORIGINAL

Government of Guam
 Fiscal Year 2013
 Agency Staffing Pattern
 (PROPOSED)

Input by Department												
(A)	(B)	(C)	(D)	Special Pay Categories						(K)		
No. Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard Pay 10%	Hazard Pay 9%	Nurse Sunday Pay 1.5	Noise Pay 1.5	EMT Pay 15%	(E+F+G+H+I+J)	Subtotal	
1	06001	Director	0	0	0	0	0	0	0	0	0	
2	64012	Deputy Director	0	0	0	0	0	0	0	0	0	
3	06003	Administrative Services Officer	0	0	0	0	0	0	0	0	0	
4	06004	Private Secretary	0	0	0	0	0	0	0	0	0	
5	66008	Management Analyst IV	0	0	0	0	0	0	0	0	0	
6	06009	Records Management Officer	0	0	0	0	0	0	0	0	0	
7	06010	Customer Service Supervisor	0	0	0	0	0	0	0	0	0	
8	69105	Customer Svc Representative	0	0	0	0	0	0	0	0	0	
9	69109	Message Clerk (EO Bldg Insp)	0	0	0	0	0	0	0	0	0	
10	0213	Agri-cultural Gardener	0	0	0	0	0	0	0	0	0	
11	6070	Administrative Counsel (Atty IV)	0	0	0	0	0	0	0	0	0	
12	6070	Building Maintenance Leader	0	0	0	0	0	0	0	0	0	
13	06005	Chief Auditor (LTA)	0	0	0	0	0	0	0	0	0	
Total:			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

- 1/ 10% of reg. rate, applicable from 8pm - 6am, employee must work 4 hours consecutive after 8pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel, 15% of reg. rate of pay

ORIGINAL

FUNCTIONAL AREA: FISCAL AND ADMINISTRATIVE
DEPARTMENT/AGENCY: DEPARTMENT OF ADMINISTRATION
PROGRAM: DIRECTOR'S OFFICE
FUND: GENERAL FUND
As of: 4 April 2011

(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special	(H) Increment		(I) Subtotal	(J) Subtotal	(K) Retirement (0.97/46%)	(L) Reduction (\$1840/26%)	(M) Social Security (6.2% - J)	(N) Benefits			(P) Medical (*reimbursement)	(Q) Dental (*reimbursement)	(R) Total Benefits (K thru Q)	(S) (J+R) TOTAL
							Date	Rate						Rate	Life	Medical				
1	06001	Director	12/10 (Unc)	\$88,915	\$0	\$0	n/a	n/a	\$88,915	\$88,915	\$24,416	\$479	\$0	\$1,289	\$174	\$2,064	\$192	\$28,614	\$117,529	
2	64012	Deputy Director	14/10 (Unc)	73,020	0	0	n/a	0	73,020	73,020	20,051	479	0	1,059	174	0	0	21,284	94,304	
3	06003	Administrative Services Officer	N-09	45,043	0	0	7/8/2011	388	45,431	45,431	0	0	0	659	174	2,064	192	16,043	61,474	
4	66004	Private Secretary	L-10	0	0	0	3/5/2011	951	47,547	47,547	0	0	0	689	174	0	0	13,919	61,466	
5	06009	Records Management Officer	K-01	46,596	0	0	n/a	0	46,596	46,596	10,123	479	0	535	174	0	0	11,311	48,176	
6	06010	Customer Service Supervisor	H-01	36,865	0	0	9/1/2012	0	36,865	36,865	0	0	0	0	0	0	0	0	0	
7	69105	Customer Svc Representative	D-11	24,592	0	0	12/27/2012	0	24,592	24,592	6,753	479	0	357	174	2,064	192	10,050	34,612	
8	69109	Messenger (II, O Bldg Insp)	E-17	31,787	0	0	2/14/2013	0	31,787	31,787	8,729	174	0	461	174	2,972	192	12,316	44,123	
9	0213	Administrative Counsel (Atty IV)	AA/18	121,762	0	0	12/27/2010	4,262	126,024	126,024	34,606	0	0	0	174	2,503	192	37,475	163,499	
10	06005	Building Maintenance Leader Chief Auditor (LIA)	J-01 O-10	50,717	0	0	n/a	0	50,717	50,717	13,927	479	0	735	174	0	0	15,315	66,032	
Total:				\$519,297	\$0	\$0		\$5,601	\$524,898	\$524,898	\$144,137	\$2,395	\$0	\$5,794	\$1,566	\$11,657	\$768	\$166,316	\$691,214	

* Night Differential / Hazardous / Worker's Compensation / etc.

Input by Department

Input by Department

ORIGINAL

G/L Acct	Count:	2	0600	Dept	Dept Desc	G/L Acct	Asset No	Description	Acq Date	Acq Cost	P/O No
0600				DEPARTMENT OF ADMINISTRATION	139018110	1990000235	OFFICE IMPROVEMENT	8/15/2003	14,323.60	P036E00193	
0600				DEPARTMENT OF ADMINISTRATION	139018110	1990000239	FABRICATE/ INSTALL SUPPLY AIR	8/03/2004	1,650.00	P046G00539	
0600				DEPARTMENT OF ADMINISTRATION	139018110				15,973.60		
0600				DEPARTMENT OF ADMINISTRATION	139018120	3170000104	VAN (CARGO)	9/19/1992	16,266.00	P926A07434	
0600				DEPARTMENT OF ADMINISTRATION	139018120	3200000366	PICKUP TRUCK	12/09/1997	13,564.00	P976A06660	
0600				DEPARTMENT OF ADMINISTRATION	139018120	3990000075	STARTER (7H LGL FULL IB)	12/02/1997	2,269.00	P976A06359	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4040000297	DESK	5/30/1990	345.00	P906A05102	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4080000742	TABLES W/CHAIRS/BENCHES	11/29/2004	899.00	P056A01082	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4080000748	TABLES W/CHAIRS/BENCH	11/29/2004	899.00	P056A01082	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4080000749	OFFICE FURNITURE (TABLES)	4/28/2005	1,230.00	P056A04664	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4130000765	SERVER	6/11/2004	300,000.00	P046G04323	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4140001756	COMPUTER INSTALLATION	3/06/2003	590.00	P036A01939	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4140001757	PRJ MODULE W/T-I/J INTERPACE	3/06/2003	2,600.00	P036A01939	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4140001758	VIEW STATION FXH.323	3/06/2003	9,300.00	P036A01939	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4140001759	VIEW STATION H323	3/06/2003	5,748.00	P036A01941	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4140001760	VIEW STATION H323	3/06/2003	5,748.00	P036A01941	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4140001761	VIEW STATION H323	3/06/2003	5,748.00	P036A01941	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4140001762	COMPUTER INSTALLATION	3/06/2003	590.00	P036A01941	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4140001763	COMPUTER INSTALLATION	3/06/2003	590.00	P036A01941	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150004724	COMPUTER SYSTEM P5-75 INTEL PE	7/16/1996	2,293.90	P966A03838	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150004725	COMPUTER SYSTEM P5-75 INTEL PE	7/16/1996	2,293.90	P966A03838	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005054	LAPTOP COMPUTER -P133MHZ W/HP3	12/05/1997	4,782.00	P976A06703	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005055	LAPTOP COMPUTER -P133MHZ W/HP3	12/05/1997	4,782.00	P976A06703	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005227	COMPUTER -BUS MM P200MMX W/MON	10/30/1997	2,845.00	P976A06626	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005228	COMPUTER -BUS MM P200MMX W/MON	10/30/1997	2,845.00	P976A06626	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005229	COMPUTER -BUS MM P200MMX W/MON	10/30/1997	2,460.00	P976A06626	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005230	COMPUTER -BUS MM P200MMX W/MON	10/30/1997	2,460.00	P976A06626	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005231	COMPUTER -BUS MM P200MMX W/MON	10/30/1997	2,460.00	P976A06626	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005232	COMPUTER -BUS MM P200MMX W/MON	10/30/1997	2,460.00	P976A06626	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005517	COMPUTER MONITOR	1/01/2002	1,947.00	P026A06121	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005518	COMPUTER MONITOR	1/01/2002	1,947.00	P026A06121	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005519	COMPUTER MONITOR	1/01/2002	1,947.00	P026A06121	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005520	COMPUTER MONITOR	1/01/2002	1,947.00	P026A06121	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150005521	COMPUTER MONITOR	1/01/2002	1,947.00	P026A06121	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150006218	COMPUTER SYSTEM	11,995.00	P046A06353		
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150006337	COMPUTER SYSTEM, DELL	7,175.58	P066A05325		
0600				DEPARTMENT OF ADMINISTRATION	139018120	4150006338	COMPUTER SYSTEM, DELL	7,275.88	P066A05325		
0600				DEPARTMENT OF ADMINISTRATION	139018120	4160000158	DISK DRIVE	604.00	P906A06724		
0600				DEPARTMENT OF ADMINISTRATION	139018120	4170002205	LATEST VERSION OF LOTUS 1-2-3	8/15/1990	315.00	P956A04383	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4170002206	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4170002207	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4170002208	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4170002209	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4170002210	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4170002211	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4170002212	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4170002213	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383	
0600				DEPARTMENT OF ADMINISTRATION	139018120	4170002214	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383	

ORIGINAL

Dept	Dept Desc	G/L Acct	Asset No	Description	Acq Date	Acq Cost	P/O No
0600	DEPARTMENT OF ADMINISTRATION	139018120	4170002215	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383
0600	DEPARTMENT OF ADMINISTRATION	139018120	4170002216	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383
0600	DEPARTMENT OF ADMINISTRATION	139018120	4170002217	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383
0600	DEPARTMENT OF ADMINISTRATION	139018120	4170002218	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383
0600	DEPARTMENT OF ADMINISTRATION	139018120	4170002219	LATEST VERSION OF LOTUS 1-2-3	9/07/1995	315.00	P956A04383
0600	DEPARTMENT OF ADMINISTRATION	139018120	4170002593	COMPUTER ACCESS	2/11/2003	13,501.00	P036A01535
0600	DEPARTMENT OF ADMINISTRATION	139018120	4180001451	ACCESS CONTROL SYSTEM	5/24/2004	10,469.73	P046A03948
0600	DEPARTMENT OF ADMINISTRATION	139018120	4440000050	SHREDDER	3/05/1997	1,349.10	P976A01962
0600	DEPARTMENT OF ADMINISTRATION	139018120	4580001654	PRINTER W/COMPONENTS	2/22/1996	3,149.00	P966A01750
0600	DEPARTMENT OF ADMINISTRATION	139018120	4580001680	PRINTER, 4 PLUS	5/21/1996	1,699.00	P966A03839
0600	DEPARTMENT OF ADMINISTRATION	139018120	4580001839	PRINTER -HP LASERJET 551	10/02/1997	3,295.00	P976A06642
0600	DEPARTMENT OF ADMINISTRATION	139018120	4580001840	PRINTER -HP LASERJET 551	10/02/1997	3,295.00	P976A06642
0600	DEPARTMENT OF ADMINISTRATION	139018120	4580001847	PRINTER -LASERJET 6PXL W/ADAPT	11/16/1997	1,065.00	P976A06630
0600	DEPARTMENT OF ADMINISTRATION	139018120	4580001849	PRINTER -LASERJET 6PXL W/ADAPT	11/16/1997	1,065.00	P976A06632
0600	DEPARTMENT OF ADMINISTRATION	139018120	4580001850	PRINTER -LASERJET 6PXL W/CABLE	11/16/1997	820.00	P976A06633
0600	DEPARTMENT OF ADMINISTRATION	139018120	4580002217	PRINTER	2/09/2005	4,890.00	P056A03033
0600	DEPARTMENT OF ADMINISTRATION	139018120	4620000040	DATE TIME RECORDER	7/13/1993	691.20	P936A05146
0600	DEPARTMENT OF ADMINISTRATION	139018120	4620000047	ETC TIME AND DATE MACHINE		618.60	P056A08255
0600	DEPARTMENT OF ADMINISTRATION	139018120	4620000048	ETC TIME AND DATE MACHINE		618.60	P056A08255
0600	DEPARTMENT OF ADMINISTRATION	139018120	4620000049	ETC TIME AND DATE MACHINE		618.60	P056A08255
0600	DEPARTMENT OF ADMINISTRATION	139018120	4650000004	HOT AND COLD WATER DISPENSER	10/05/1989	590.00	P896A07054
0600	DEPARTMENT OF ADMINISTRATION	139018120	4660000298	HAND DOLLY EGB2-41272		500.00	P056A04454
0600	DEPARTMENT OF ADMINISTRATION	139018120	4990001759	INTEL TEX PRO ADAPTER	6/03/1996	299.00	P966A03840
0600	DEPARTMENT OF ADMINISTRATION	139018120	4990001760	INTEL TEX PRO ADAPTER	6/03/1996	299.00	P966A03840
0600	DEPARTMENT OF ADMINISTRATION	139018120	4990002033	DOCUMENT CONTROL STAMP	9/09/2003	654.00	P036A05700
0600	DEPARTMENT OF ADMINISTRATION	139018120	5100000215	DGC 550 CELLULAR PHONE	7/27/1995	307.00	P956A04400
0600	DEPARTMENT OF ADMINISTRATION	139018120	5150000063	LENS FOR CAMERA	5/01/1996	395.00	P966A03867
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170001689	AIR CONDITIONER 24000	9/17/1998	2,175.00	P986A07269
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170001728	A/C 36000 BTU	12/04/2002	2,500.00	P036A00542
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170001781	AIR CONDITIONER	4/20/2004	1,300.00	P046A02751
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170001921	A/C 36000 BTU	3/18/2004	2,400.00	P046A02751
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170001922	A/C 36000 BTU	3/18/2004	2,400.00	P046A02751
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170001923	A/C 36000 BTU	3/18/2004	2,400.00	P046A02751
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170002023	AIR CONDITIONER SPLIT UNIT	7/16/2004	600.00	P046A05131
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170002067	INSTALL A/C: DEPT OF ADMIN - H	5/02/2005	3,340.00	P056A04737
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170002098	INSTALL 36,000 BTU MINI SPLIT		1,875.00	P056A06040
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170002110	TWO 24,000 BTU MINI SPLIT & ON		1,000.00	P056A06538
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170002111	TWO 24,000 BTU MINI SPLIT & ON		1,000.00	P056A06538
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170002112	36,000 BTU MINI SPLIT UNIT		1,500.00	P056A06538
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170002144	REPLACEMENT OF S-TON SPLIT A/C		1,775.00	P056A05191
0600	DEPARTMENT OF ADMINISTRATION	139018120	6170002145	S-TON SPLIT UNIT A/C		2,925.00	P056A05192
0600	DEPARTMENT OF ADMINISTRATION	139018120	7060000126	GENERATOR	1/22/2003	1,900.00	P036E00147
0600	DEPARTMENT OF ADMINISTRATION	139018120	7080000127	GENERATOR	1/22/2003	1,900.00	P036E00147
0600	DEPARTMENT OF ADMINISTRATION	139018120	7180000122	BATTERY MAINT SYSTEM	12/13/2002	1,860.00	P036E00032
0600	DEPARTMENT OF ADMINISTRATION	139018120	7180000123	BATTERY MAINT SYSTEM	12/13/2002	1,860.00	P036E00032
0600	DEPARTMENT OF ADMINISTRATION	139018120	7180000124	BATTERY MAINT SYSTEM	12/13/2002	1,860.00	P036E00032
0600	DEPARTMENT OF ADMINISTRATION	139018120	7270000072	METER TESTER	2/11/2003	6,818.80	P036A01536
0600	DEPARTMENT OF ADMINISTRATION	139018120	7300000043	PALLETT JACK	5/01/2003	999.99	P036A02882
0600	DEPARTMENT OF ADMINISTRATION	139018120	7300000049	JACK (PALLETT)	5/02/2005	695.00	P056A04736

532,827.18

ORIGINAL

Dept: 0600 Asset type:

Dept	Dept Desc	G/L Acct	Asset No	Description	Acq Date	Acq Cost	P/O No
0600	DEPARTMENT OF ADMINISTRATION	139018220	4130000698	COMPUTER SYSTEM	3/16/2004	3,159.71	P046A02749
0600	DEPARTMENT OF ADMINISTRATION	139018220	4130000699	COMPUTER SYSTEM	3/16/2004	3,159.71	P046A02749
0600	DEPARTMENT OF ADMINISTRATION	139018220	4170002713	OFFICE PRO 2003		20,117.76	P056A06516
0600	DEPARTMENT OF ADMINISTRATION	139018220	4170002714	OFFICE PRO 2003, UPS		1,257.36	P056A06516
0600	DEPARTMENT OF ADMINISTRATION	139018220	4580002250	IBM SERIAL MATRIX PRINTER, IBM	6/11/2004	568,148.62	P046A04322
0600	DEPARTMENT OF ADMINISTRATION	139018220	4580002251	IBM SERIAL MATRIX PRINTER, IBM		3,994.00	P056A06728
0600	DEPARTMENT OF ADMINISTRATION	139018220	4580002252	IBM SERIAL MATRIX PRINTER, IBM		3,994.00	P056A06728
0600	DEPARTMENT OF ADMINISTRATION	139018220	7280000368	VOLTAGGE REGULATOR, 40KVA (PAR)		5,984.81	P056A08175
0600	DEPARTMENT OF ADMINISTRATION	139018220	7280000369	9390-80/40 40KVA (PAR) VOLTAGGE		53,863.30	P056A08175
G/L Acct	Count:	112	0600			916,255.05	
			0600	DEPARTMENT OF ADMINISTRATION	9/28/2004	1,995.00	P046A07790
G/L Acct	Count:	1	0600			1,995.00	
			139018420				
Division	Count:	209	0600			1,467,050.83	
Department	Count:	209	06			1,467,050.83	
FINAL TOTALS	Count:	209				1,467,050.83	

ORIGINAL