

BUDGET COMMITTEE AGENDA

August 05, 2021 AT 4:00 PM, Room 312



1. Cash and Fund Balance Report, etc.....Robby Holbrook
2. Consent Agenda Transfers, not requiring Commission approval (0-1)
3. AC Schools/Julie Minton Appropriations (2-4)
4. Juvenile/Tracy Spitzer Appropriation (5)
5. Circuit Clerk/Rex Lynch Appropriation (6)
6. County Clerk/Jeff ColeAppropriations (7-8)
7. Highway/Gary Long Appropriation (9)
8. Register of Deeds Appropriation (10)
9. Solid Waste/Geoff Trabalka Appropriation (11)
- 10.Sheriff/Russel BarkerAppropriations (12-13)
- 11.Mayor/Terry FrankAppropriations (14-16)
- 12.Finance/Robby Holbrook Appropriation (17)

SECTIONS:

- 21/22 Budget Approved by State (A)
- Hearing Assist System/IT (B)
- Roll Call Voting System/IT..... (C)
- DARC, Dickens Bldg. Cameras/IT (D)
- Arcadia Springs Funding Source (E)
- New Business (F)
- Old Business (G)

ANDERSON COUNTY GOVERNMENT
CASH AND FUND BALANCE REPORT
July 30, 2021

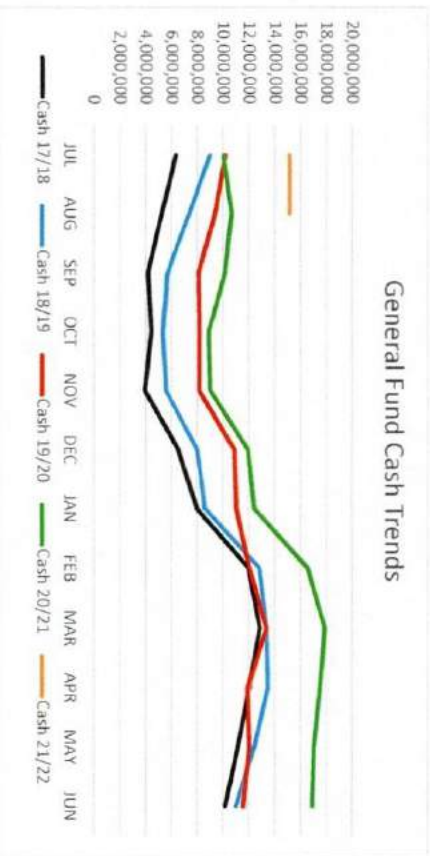
FUND	DESCRIPTION	NON-SPENDABLE	RESTRICTED FUNDS	COMMITTED FUNDS	ASSIGNED FUNDS	FUND BALANCE	UNASSIGNED FUND BALANCE	TOTAL FUND BALANCE	CASH
101	General Fund	\$ -	\$ 776,441	\$ 2,053,830	\$ 2,029,147	\$ 5,701,174	\$ 10,560,592	\$ 15,225,725	
115	Library Fund	\$ -	\$ 252,803	\$ -	\$ -	\$ -	\$ 252,803	\$ 316,613	
116	Solid Waste/Sanitation Fund	\$ -	\$ 197,113	\$ -	\$ -	\$ -	\$ 197,113	\$ 262,710	
118	Ambulance Fund	\$ -	\$ 250	\$ -	\$ -	\$ 677,232	\$ 677,482	\$ 1,129,175	
122	Drug Control Fund	\$ -	\$ 182,747	\$ 6,249	\$ -	\$ -	\$ 188,996	\$ 169,879	
127	Channel 95 Fund	\$ -	\$ -	\$ -	\$ 6,974	\$ -	\$ 6,974	\$ 30,211	
128	Tourism Fund	\$ -	\$ 251,400	\$ -	\$ 100,000	\$ -	\$ 351,400	\$ 510,367	
131	Highway Fund	\$ 35,560	\$ 269,737	\$ 2,097,827	\$ -	\$ -	\$ 2,403,124	\$ 4,939,313	
141	General Purpose School Fund	\$ -	\$ -	\$ 5,889,859	\$ -	\$ -	\$ 5,889,859	\$ 11,713,863	
143	Central Cafeteria	\$ 130,733	\$ 1,088,938	\$ -	\$ -	\$ -	\$ 1,219,671	\$ 1,930,889	
151	General Debt Service Fund	\$ -	\$ 1,532,368	\$ 306,894	\$ -	\$ -	\$ 1,839,262	\$ 1,864,189	
152	Rural Debt Service Fund	\$ -	\$ 274,737	\$ -	\$ -	\$ -	\$ 274,737	\$ 954,710	
156	Education Debt Service Fund	\$ -	\$ 5,951	\$ 117,195	\$ -	\$ -	\$ 123,146	\$ 454,198	
171	Capital Projects Fund	\$ -	\$ 179,348	\$ -	\$ -	\$ -	\$ 179,348	\$ 416,746	
177	Education Capital Projects Fund	\$ -	\$ 31,258	\$ 5,996	\$ -	\$ -	\$ 37,254	\$ 573,234	
263	Employee Benefit Fund	\$ 41,031	\$ -	\$ -	\$ 609,893	\$ -	\$ 650,924	\$ 1,204,444	

* General Unassigned Fund Balance limit of \$5.5MM requiring 2/3 (11) votes for budget amendments.

Cash Trends

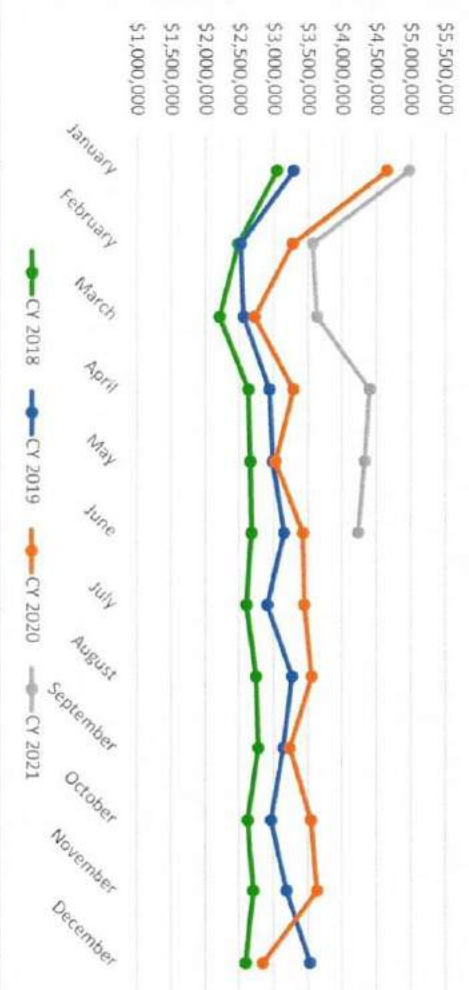
JULY

Cash 17/18	6,355,049
Cash 18/19	9,055,262
Cash 19/20	10,272,483
Cash 20/21	10,101,594
Cash 21/22	15,225,725



	Anderson Co.	Clinton	Rocky Top	Norris	Oak Ridge	Oliver Springs	Total	+/-
2020								
January	\$1,025,233.42	\$741,449.75	\$80,091.55	\$37,186.31	\$2,649,211.65	\$124,906.57	\$4,658,079.25	41%
February	\$320,847.16	\$571,428.74	\$64,011.97	\$24,721.03	\$2,216,955.53	\$79,765.86	\$3,277,730.29	30%
March	\$323,620.51	\$567,300.13	\$65,721.42	\$22,322.77	\$1,660,162.09	\$83,113.87	\$2,722,240.79	6%
April	\$361,720.82	\$657,617.38	\$92,047.62	\$30,073.46	\$2,045,496.33	\$106,392.24	\$3,293,347.85	12%
May	\$348,469.84	\$625,189.25	\$65,584.81	\$26,437.47	\$1,866,460.89	\$98,923.46	\$3,031,065.72	1%
June	\$390,186.68	\$722,700.70	\$82,338.60	\$30,362.69	\$2,089,054.73	\$115,875.68	\$3,430,519.08	9%
July	\$408,899.21	\$680,962.02	\$85,090.00	\$33,363.50	\$2,137,018.26	\$106,832.15	\$3,452,165.14	19%
August	\$411,366.06	\$703,176.67	\$86,626.66	\$37,144.32	\$2,225,945.94	\$94,435.44	\$3,558,695.09	9%
September	\$334,489.56	\$649,943.04	\$81,649.11	\$35,224.76	\$2,048,244.37	\$94,645.35	\$3,244,196.19	3%
October	\$538,286.44	\$689,377.48	\$78,537.83	\$33,852.18	\$2,116,032.28	\$90,242.52	\$3,546,328.73	19%
November	\$484,289.65	\$714,308.95	\$84,810.47	\$36,070.72	\$2,224,699.75	\$95,400.15	\$3,639,579.69	14%
December	\$443,904.59	\$689,081.64	\$80,308.27	\$32,853.87	\$1,499,868.63	\$102,459.19	\$2,848,476.19	-19%
Totals:	\$5,391,313.94	\$8,012,535.75	\$946,818.31	\$379,613.08	\$24,779,150.45	\$1,192,992.48	\$40,702,424.01	12%
2021								
January	\$691,871.40	\$854,569.43	\$85,449.26	\$50,747.19	\$3,189,118.59	\$109,064.61	\$4,980,820.48	7%
February	\$413,424.62	\$676,048.10	\$92,017.51	\$35,736.38	\$2,257,224.79	\$98,481.85	\$3,572,933.25	9%
March	\$488,539.04	\$647,647.04	\$71,405.00	\$30,856.85	\$2,310,754.03	\$85,812.20	\$3,635,014.16	34%
April	\$624,772.56	\$812,005.66	\$97,027.21	\$40,761.43	\$2,716,162.53	\$112,327.65	\$4,403,057.04	34%
May	\$673,349.68	\$807,388.91	\$95,601.75	\$38,539.38	\$2,616,176.72	\$98,852.41	\$4,329,908.85	43%
June	\$615,785.15	\$796,440.98	\$93,263.38	\$41,701.20	\$2,591,565.86	\$99,347.49	\$4,238,104.06	24%
July							\$0.00	-100%
August							\$0.00	-100%
September							\$0.00	-100%
October							\$0.00	-100%
November							\$0.00	-100%
December							\$0.00	-100%

Local Option Sales Tax - Total Net Collections



Important Note: this form is due to the budget Director's Office by 12:00 P.M. ON Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:

DEPARTMENT:

FROM:

0682023

Sheriff's Department

Sheriff Barker/Tyler Mayes

DECREASE	CODE DESCRIPTION	AMOUNT
101-54490-309	GOVT CONTRACATS	\$ 50.00
	TOTAL	\$ 50.00

2500

INCREASE	CODE DESCRIPTION	
101-54490-312	PRIVATE CONTRACTS	\$ 50.00
	TOTAL	\$ 50.00

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O		
Seconded _____ Motion		

Detailed Justification / Explanation :

THIS AMENDMENT WILL COVER THE COST OF OUR DIVERSE COMPUTING MAINTENANCE

AGREEMENT

Impact on 21/22 budget - No Impact.

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

IMPORTANT NOTE: This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:

0082025

DEPARTMENT: Business Office

FROM: Julie Minton

DATE: 7/29/2021

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT
		141-46511 Basic Education Program	\$ 291,000.00
		Total	\$ 291,000.00

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT
		141-71100-116 Regular Classroom Teachers	\$ 78,800.00
		141-71100-188 Temporary/Part-time Personnel	\$ 50,000.00
		141-71100-201 Social Security	\$ 7,986.00
		141-71100-204 State Retirement	\$ 13,267.00
		141-71100-212 Medicare	\$ 1,868.00
		140-71100-429 Instructional Materials and Supplies	\$ 100,000.00
		141-71300-336 Maintenance and Repair of Equipment	\$ 4,079.00
		141-72230-355 Travel	\$ 20,000.00
		141-72810-309 Contracts with Governmental Agencies	\$ 15,000.00
		Total	\$ 291,000.00

Motion _____

To Approve

To Refer

With W/O

Seconded Motion _____

Detailed Justification / Explanation : To appropriate additional BEP funds for instructional salary and benefit needs, instructional materials and supplies, CTE disposal fees, CTE travel, and SRO gasoline costs.

2

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

IMPORTANT NOTE: This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:

0082026

DEPARTMENT: School Nutrition

FROM: Margaret Burrell

DATE: 7/23/2021

INCREASE <input type="checkbox"/>	DECREASE <input checked="" type="checkbox"/>	CODE DESCRIPTION	AMOUNT
143	43521	Food Service-Lunch Payments	\$ 196,545.00
143	43523	Food Service-Breakfast Payments	\$ 23,100.00
143	47111	Food Service-Section 4 Lunch	\$ 1,700,000.00
143	47113	Food Service Breakfast USDA	\$ 700,000.00
Total			\$ 2,619,645.00

A
A
A
A

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT
143	47114	Food Service- USDA Other	\$ 2,619,645.00
			\$ 2,619,645.00

A

Motion _____

To Approve

To Refer

With W/O

Seconded Motion _____

Detailed Justification / Explanation :

A Revenue from students who normally pay for meals is being replaced with federal reimbursement due to extension of free meals for school year.

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

IMPORTANT NOTE: This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:

0082027

DEPARTMENT: School Nutrition

FROM: Margaret Burrell

DATE: 7/23/2021

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT	
143	47110	Food Service-Federal thru State	\$ 42,100.00	A
143	47114	Food Service- USDA Other	\$ 213,466.00	B
143	47114	Food Service-USDA Other Emergency	\$ 187,000.00	C
143	47114	Food Service-USDA rebates	\$ 1,000.00	D
143	48990	Food Service-Other Revenue	\$ 8,000.00	E
			\$ 451,566.00	

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT	
143	73100	119 Food Service-Bookkeeper/Accountants	\$ 16,335.00	F
143	73100	162 Food Service-f Social Security	\$ 1,831.00	F
143	73100	204 Food Service- State Retirement	\$ 3,000.00	F
143	73100	212 Food Service-Medicare	\$ 500.00	F
143	73100	213 Food Service- Payments to Retirees	\$ 10,000.00	G
143	73100	333 Food Service-Licenses	\$ 2,400.00	H
143	73100	710 Food Service- Equipment	\$ 360,000.00	I
143	73100	711 Food Service-Furniture and Fixtures	\$ 2,500.00	J
143	73100	718 Food Service-Motor Vehicle	\$ 55,000.00	K
			Total \$ 451,566.00	

Motion _____

To Approve

To Refer

With W/O

Seconded Motion

Detailed Justification / Explanation : _____

- A Equipment Grant for LCES, funds received.
- B Additional Federal Reimbursement due to higher reimbursement rates than budgeted
- C Emergency Relief Funds for Revenue Losses, USDA through State For March, April, May 2020.
- D Rebates from State for Food Distribution
- E Dairy Alliance Grant for Bulk Milk.

- F Budget did not reflect both step raises and 4% total increase in salary/wages.
- G Additional staff have indicated they may retire mid year.
- H Health Dept Licenses are renewed in June, but were delayed this year, so both years fall in this year budget.
- I As year progresses, equipment purchases will be scheduled based on revenue realization.
- J Additional office training room furniture.
- K A larger truck or van is needed for food transfers.

4

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: *Payroll*
 DEPARTMENT: JUVENILE

APPROPRIATION: 0082028
 FROM: Tracy Spitzer
JUL 14 '21 AM 11:16 FINANCE

INCREASE / DECREASE	CODE DESCRIPTION	AMOUNT
	101-53500-322 Juvenile Court-Evaluation and Testing	\$1,000.00
		\$ 1,000.00

1900

INCREASE / DECREASE	CODE DESCRIPTION	AMOUNT
	101-53500-189 Juvenile Court-Other Salary and Wages	\$1,000.00
		\$ 1,000.00

Detailed Justification / Expl:

Judge Hunt has approved a \$1,000 raise for Sandy Slater, Probation Officer

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase)

None.

Please attach additional sheet if more information is needed

5

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION: 0082029

DEPARTMENT:

FROM: REX LYNCH *Ruf*

CIRCUIT COURT

INCREASE / DECREASE	CODE DESCRIPTION	AMOUNT
101-53100-162	Clerical/Personnel	\$ 2,823.00
		\$ 2,823.00

INCREASE / DECREASE	CODE DESCRIPTION	AMOUNT
101-40250-45540	In Lieu of Salary - Circuit Court	\$ 2,823.00
		\$ 2,823.00

20/21
810,880
Budget
750,000

Detailed Justification / Expl:

To correct the budget to make sure all full-time employees get the 4% raise

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase)

No impact on next year's budget.

Please attach additional sheet if more information is needed



ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION: ██████████

DEPARTMENT: _____
County Clerk _____

FROM: 0082030 _____
Jeff Cole

Increase	CODE DESCRIPTION	AMOUNT
101-45510	in lieu of salaries	\$ 1,031.00
	TOTAL	\$ 1,031.00

20/21
1,031.00

Increase	CODE DESCRIPTION	AMOUNT
101-525500-162	Clerical Personnel	\$ 1,031.00
	TOTAL	\$ 1,031.00

Motion

To Approve

To Refer

With W/O

Seconded _____

Motion

Detailed Justification / Explanation :

To correct budget to make sure all full time employees get the raise.

Impact on 21/22 bud get

One Time Increase

7

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:

DEPARTMENT: _____
County Clerk _____

FROM: **0082031**
_____ Jeff Cole _____

Increase	CODE DESCRIPTION	AMOUNT
101-46990-6000	Business Tax Process Fee	\$ 990.00
	TOTAL	\$ 990.00

20/21
13834
1100
Budget

Increase	CODE DESCRIPTION	AMOUNT
101-525500-709	Data Processing Equipment	\$ 990.00
	TOTAL	\$ 990.00

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O Secoded _____ Motion _____		

JUL 29 '21 PM 3:13 FINANCE

Detailed Justification / Explanation :
 To install a roof over the kiosk at the Oak Ridge Clerk's Office

Impact on 21/22 bud get
 One Time Increase _____

8

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:



0682032

DEPARTMENT:

8/1/2021

Highway _____

Gary Long Road Superintendent

Increase	CODE DESCRIPTION	AMOUNT
131-63100-336	Maintenance & repairs	\$ 15,000.00
131-61000-524	Staff Development	\$ 500.00
131-61000-355	Travel	\$ 1,000.00
	TOTAL	\$ 16,500.00

Decrease	CODE DESCRIPTION	AMOUNT
131-34550	RESTRICTED FOR HIGHWAY	\$ 16,500.00
	TOTAL	\$ 16,500.00

2M

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O	
Seconded _____	
Motion	

Detailed Justification / Explanation :

NEEDED FOR Equipment Repair

STAFF Development + Travel For an unforeseen Conference, TCSA in Memphis, TN

9

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: _____ APPROPRIATION: X
 DEPARTMENT: _____ FROM: 0082033
REGISTER OF DEEDS _____ TIM SHELTON, REGISTER
7/30/2021

Increase	CODE DESCRIPTION	AMOUNT
101-51600-162	CLERICAL PERSONNEL	30,000.00
101-51600-201	SOCIAL SECURITY	1,860.00
101-51600-204	RETIREMENT	1,200.00
101-51600-206	LIFE INSURANCE	78.00
101-51600-207	MEDICAL INSURANCE	15,720.00
101-51600-208	DENTAL INSURANCE	572.00
101-51600-209	S/T DISABILITY INSURANCE	141.00
101-51600-210	UNEMPLOYMENT INSURANCE	28.00
101-51600-435	EMPLOYER MEDICARE	435.00
TOTAL		\$ 50,034.00

Increase	CODE DESCRIPTION	AMOUNT
101-45580	IN LIEU OF SALARY-ROD	50,034.00
TOTAL		\$ 50,034.00

20/21
 \$ 496,989
 Budget
 \$ 340,000

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O Seconded _____ Motion _____	
--	--

Detailed Justification / Explanation :

THIS WOULD ADD ONE EMPLOYEE TO THE REGISTER OF DEEDS STAFF. POSITION

WAS CUT WHEN THE WORKLOAD DROPPED BUT IS NEEDED NOW THAT IT IS BACK UP.

Impact on 21/22 budget - THIS WOULD BE PERMANENT FULL-TIME POSITION

10

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 12:00 P.M. ON Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION: ██████████

DEPARTMENT:

FROM: 0082035

Sheriff's Department _____

Sheriff Barker/Tyler Mayes _____

DECREASE	CODE DESCRIPTION	AMOUNT
122-34525-1000	RESTRICTED PUBLIC SAFETY	\$ 15,540.00
	TOTAL	\$ 15,540.00

INCREASE	CODE DESCRIPTION	AMOUNT
101-54110-312	PRIVATE CONTRACTED SERVICES	\$ 15,540.00
	TOTAL	\$ 15,540.00

<p>Motion</p> <p><input type="checkbox"/> To Approve</p> <p><input type="checkbox"/> To Refer</p> <p style="padding-left: 40px;"><input type="checkbox"/> With <input type="checkbox"/> W/O</p> <p>Seconded _____</p> <p>Motion _____</p>	
--	--

Detailed Justification / Explanation :

This request is using drug funds to build a mobile app for the ACSO. See attached.

Impact on 21/22 budget - No Impact. 12

Please attach additional sheet if more information is needed



THE SHERIFF APP.COM
CUSTOM SHERIFF APPS

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Your citizens want...

More Transparency | Better Technology | Information at Their Fingertip

TheSheriffApp.com provides them all.

We've developed custom iOS and Android apps for sheriffs' offices across the country for over nine years. In fact, we've built more custom sheriff apps than any other company, making us the sheriff app developer of choice! Give your citizens the app they both need and deserve.

We want to learn about the needs of your office and community to create a custom smartphone app that will help you gain more transparency in your community.

Features Include:

- ★ Submit A Tip*
- ★ Most Wanted*
- ★ Sex Offenders*
- ★ Notifications*
- ★ Warrants*
- ★ Inmate Search*
- ★ Press Releases*
- ★ Sheriff Sales*
- ★ Social Media*
- ★ Many More

*Integration with existing feeds/providers



"Our app makes us more responsive to those we care about - the people we serve and protect every day."

Sheriff Rick Ramsay
Monroe County, Florida

12



Our Process



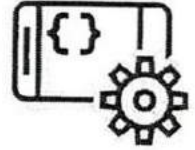
Strategy

Our team of communication strategists will work with your organization to determine your specific needs and how they can be met with an app.



Design

Our designers will develop the best design to present your information, making the app both helpful and easy to use for your citizens.



Development

Our team of developers will work to bring the app to life, implementing the previous design into a unique mobile solution.

Why TheSheriffApp.com?



Custom Features

Unlimited features built just for you, integrated with the latest technology in app development.



Two-Way Communication

You can communicate with your citizens, and they can communicate back easier than ever before.



Leaders in Public Safety

With nine years of experience, we know your concerns. We understand your needs. We're here to help.



100% Satisfaction

We work with you to meet all of your needs and integrate them into an app.



*Just a few agencies we serv



"Keeping up with technology is important. We need to utilize innovative tools and technology to better connect with members of our communities and citizen partners. Our hope is that the Montgomery County Sheriff's mobile app does that and more."

Sheriff Rand Henderson
Montgomery County, Texas



AGREEMENT FOR SERVICES

Valid through 8/31/2021



Anderson County Sheriff's Office, TN

Russell Barker | Sheriff

Submitted by:

Jay Baxter

National Strategist

205-305-5377

jay@myocv.com

Confidential - Not to be shared outside of the Anderson CSO, TN



BACKGROUND

TheSheriffApp.com develops custom iPhone and Android apps for law enforcement agencies around the country. With more custom apps for Law Enforcement agencies than any other developer, TheSheriffApp.com is the "App Developer of Choice".

DESCRIPTION

TheSheriffApp.com works with progressive organizations to develop custom iPhone and Android apps to help harness the growing number of users that leverage mobile devices when engaging with an organization. After initial discussions with Anderson County Sheriff's Office, TheSheriffApp.com has developed a mockup design of what could be developed for the Sheriff's Office.

PRELIMINARY DESIGN

While the following mockup is only a draft, it is the intended baseline for the design based on conversations with TheSheriffApp.com and Anderson County Sheriff's Office. This design can change through the process without additional fees. It must be locked down prior to the development phase of the process.

12

Mockup picture below is temporary while the newest mockup is being developed.

FEATURES

Hot Buttons:

1. Social Media (Digest)
2. Submit a Tip (Form)

Row One:

3. Sheriff's Welcome (Page)
4. About Us /Contact Us
5. Important Events

Row Two:

6. Jail/Inmate Info (Submenu-JMS Integration, Jail Location, Rules, Ect,)
7. Sex Offenders (Weblink)
8. Crime Mapping (Weblink)

Row Three:

9. Code Red Signup
10. Community Feedback
11. More:
(Community Resources, Join Our Team, Where Am I,)

Tab:

12. Home
13. News
14. Weather
15. Settings



Scroll Bar to be placed above slider pics

Weather in top left corner

Those who download the app will have the most up to date information from the Anderson County Sheriff's Office, Tennessee.

TheSheriffApp.com was created to help Sheriff Offices better communicate their messages to their organization and community. Our goal is to develop a core group of technology services that allows your organization to create, upload and share content specific to your organization for distribution to others around your county/parish, state and around the world.

SERVICE	TOTAL
---------	-------

Confidential - Not to be shared outside of the Anderson CSO, TN

iOS Development (Apple App Store)	\$5,995
Android Development (Google Play)	\$5,995
Annual Maintenance/Support	\$6,625
Integration Fees (JMS, NWS, Social Media)	\$3,550
Year One Development, Integration, and Annual Maintenance/Support	\$22,165
<ul style="list-style-type: none"> • New Sheriff Promotional Discount 	\$6,625
Year One Total Due:	\$15,540
Annual Subscription Fee Support Includes: <ul style="list-style-type: none"> • Full Technical Support • App Updates • Content Updates • Quarterly App Review • Control Panel Enhancements • Integration Support & Maintenance • OCV Connect App 	
Year 2 and After Annual Maintenance Fee:	\$6,625
PUSH NOTIFICATIONS Multi-Channel Push Notifications Agency may target communications to particular groups, and will provide TheSheriffApp.com with a list of selected groups, with a practical limit of twelve (12) groups. Can also include up to 3 private pin protected channels. TheSheriffApp.com will set up the Alerts blog on OCV, LLC servers; the agency will send alerts through the App Control Panel.	UNLIMITED INCLUDED

OPTIONAL SERVICE	TOTAL
Marketing Kit A Includes: <ul style="list-style-type: none"> • Vertical 2.5' x 6' Banner Design 	\$995.00 (Waived) Included FREE

Important Note: this form is due to the budget Director's Office by 12:00 P.M. ON Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:

0082036

DEPARTMENT: Sheriff's Department

FROM: Sheriff Barker/Tyler Mayes

DECREASE	CODE DESCRIPTION	AMOUNT
101-39000	UNASSIGNED FUND BALANCE	\$ 6,000.00
	TOTAL	\$ 6,000.00

INCREASE	CODE DESCRIPTION	AMOUNT
101-54110-399-BADGE	OTHER CONTRACTED SERVICES	\$ 3,000.00
101-54110-499-BADGE	OTHER SUPPLIES AND MATERIALS	\$ 3,000.00
	TOTAL	\$ 6,000.00

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O		
Seconded _____ Motion		

Detailed Justification / Explanation :
 This request is for our office to add a budget line item for the maintenance and supplies for the courthouse badge system.

Impact on 21/22 budget - This will be included in next year's budget. 13

Anderson County Purchasing Department

Bid: 2131 Bid Title: X-Ray Scanner Machine (Re- Bid) Bid Opening: 7/7/2021 at 2:30 p.m.	Rapiscan Systems, Inc. 2805 Columbia Street Torrance, CA 90503 Tom Dunn @ 310.978.1457	Adani Systems, Inc. 13631 Poplar Circle Corpus, TX 77394 Terry Wright @ 936.588.2064	Autoclear, LLC 10 A Bloomfield Ave Pflug Brook, MI 07098 Barry Luppowitz @ 404.356.0329	Pilot Security 30 Cove Road Huntington, NY 11743 Genero Cavazos @ 631.880.9931	KPrime Technologies, Inc. 14647 S. 50th Street, Ste B125 Phoenix, AZ 85044 Elizabeth McCarthy @ 520.400.4051	Advantage Electronics 1010 Edgemoor Rd Clinton, TN 37716 ksharpe@advantage-elect.com
Brand	Rapiscan 920CX	Adani BV6045	Autoclear 6040DVS	Smith's Detection 6040C	VMI Security 6040-SV	Smith's Detection 6040DS
Lead Time	4 weeks	15-30 Days	15 Days	2 - 4 weeks	14 Days	4 weeks
Price	\$24,500.00	\$31,038.24	\$14,950.00	\$19,750.00	\$18,680.00	\$29,900.00



Surplus - Senior Center

Royden Crocker <rcrocker@andersoncountyttn.gov>

Wed 6/30/2021 8:01 AM

To: Terry Frank <tfrank@andersoncountyttn.gov>

Below is an accounting of the Senior Center surplus that sold on GovDeals. The total is the net, after costs and fees, allocated to the general fund.

ID	Description	Net
21-77	1 Lot of Refrigerator Freezers and Appliances	\$484.00
21-78	1 Lot of Chest Freezers	\$360.80
21-79	1 Lot of Upright Standing Freezers	\$363.20
21-81	1 Lot of One Large Animal Water Trough	\$65.60
21-82	1 Lot of One Flood Light	\$35.30
21-83	1 Lot of Large Folding Tables and Misc.	\$108.80
21-84	1 lot of Padded Cafeteria Chairs	\$4.00
21-85	1 Lot of Exercise Equipment	\$40.00
21-86	1 lot of One Electric Wheel Chair - Red	\$272.80
21-87	1 Lot of One Electric Wheel Chair - Purple	\$156.00
21-88	1 Lot of One Nexgrill BBQ	\$53.60
21-89	1 Lot of One 4 Well Cold Table	\$80.00
21-90	1 Lot of One Reach in Refrigerator with Covered Cold Well and Preparation Deck	\$426.00
21-91	1 Lot of Large Round Folding Tables	\$144.00
		\$2,594.10

RE: Playground

Royden Crocker <rcrocker@andersoncountyttn.gov>

Tue 4/6/2021 12:59 PM

To: Terry Frank <tfrank@andersoncountyttn.gov>

The net deposit to account 101.44130.1000 is \$3,260.00 ✓

Royden Crocker

Anderson County Courthouse
Purchasing Department
100 North Main Street, Room 214
Clinton, Tennessee 37716-3617
T 865.457.6251 | F 865.264.6252
rcrocker@andersoncountyttn.gov



From: Terry Frank <tfrank@andersoncountyttn.gov>

Sent: Tuesday, April 6, 2021 12:49 PM

To: Royden Crocker <rcrocker@andersoncountyttn.gov>

Subject: Playground

Royden,

What was the final price we received on the playground?

Terry



Your Information Technology Partner

We have prepared a quote for you

WebEx Calling

Quote # 004698
Version 1







Prepared for:

Anderson County

Brian Young
IT@andersontn.org

One-time Charges

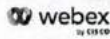

* Contains Optional Items

Description		Price	Qty	Ext. Price
Cisco 7841 IP Phone - Wall Mountable		\$245.94	5	\$1,229.70
Complete installation, configuration, and customization of solution as proposed		\$1,459.00	1	\$1,459.00
<u>Includes:</u>				
<ul style="list-style-type: none"> • Webex Calling Solution setup and configuration • Phone system customization • Porting phone numbers • Basic training on use of system • Handset deployment • Testing and validation 				
Cisco Power Adapter		\$84.87	5*	\$424.35
Cisco Standard Power Cord		\$5.63	5*	\$28.15
Customer to supply adequate: PoE network switching, cabling, and Internet service. Power cubes quoted as optional for one-time charge.				
"Single" Cable Drop Materials (includes category 6 PVC cable up to 150' per drop, a single face plate, (1) insert jack, (1) patch cable if required and miscellaneous consumables) / terminate, test and label		\$40.00	5	\$200.00
Labor to be deducted from Service Block				
Additional Materials (D-Rings, J-Hooks, Sleeves, Raceway, etc. as required)		\$37.00	1	\$37.00


* Optional Subtotal: \$452.50

Subtotal: \$2,925.70

Annual Recurring Charges

Description		Price	Qty	Ext. Price
Cisco Webex Calling Professional - Named User - 12 Months		\$133.64	5	\$668.20
Cisco SNTC-8X5XNBD Cisco UC Phone 7841 - 12 Months		\$9.78	5	\$48.90

Annual Recurring Charges

Description	Price	Qty	Ext. Price
<p>BCTI Annual Support</p>  <p><u>Includes:</u></p> <ul style="list-style-type: none"> • Remote support as needed for Webex Calling Solution • Support for up to five (5) handsets/users • All support to be provided during normal business hours (8:00AM-5:00PM, Monday-Friday) • Requested changes to phone system configuration • Ability to opened tickets by phone or email <p><u>Additional Charges:</u></p> <ul style="list-style-type: none"> • Afterhours, holiday, and/or on-site work • Support or troubleshooting any Internet service, network, system, etc. other than the Webex Calling Solution • Additional handsets/users added to the system will be subject to a one-time charge and increase in annual support charges • Any additional charges to be billed at BCTI's standard hourly tiered rates unless otherwise noted 	\$216.00	1	\$216.00

Subtotal: **\$933.10**

WebEx Calling



Prepared by:
BCTI
Cyndee Purdy-Godsey
423-283-0543
cpurdy-godsey@bcti.com

Prepared for:
Anderson County
96 Mariner Point
Clinton, TN 37716
Brian Young
(865) 806-9459
IT@andersontn.org

Quote Information:
Quote #: 004698
Version: 1
Delivery Date: 07/06/2021
Expiration Date: 07/26/2021

Quote Summary

Description	Amount
One-time Charges	\$2,925.70
Annual Recurring Charges	\$933.10
Total: \$3,858.80	

*Optional Expenses

Description	One-Time
One-time Charges	\$452.50
Optional Subtotal: \$452.50	

NOTE: Unless otherwise stated pricing includes shipping and delivery to customer site. Pricing does not include sales tax. Organizations exempt from sales tax must provide a copy of their exemption certificate. A minimum of 75% down payment is required for all orders. Pricing for labor is tiered and based on the skills required to perform the work. Tier pricing ranges from \$126.75 to \$253.50/hr weekdays (8:00am-5:00pm), weekends and after business hours are billed at 1.5 times, holidays at 2 times, unless otherwise noted. Service, travel, and remote support will be billed in 15 min increments with a one hour minimum for onsite service. This quote is confidential and not to be shared, copied, or distributed outside the organization named on this quote. Pricing is valid for 30 days unless changed by the manufacturer.

BCTI

Signature: *Cyndee Purdy-Godsey*
Name: Cyndee Purdy-Godsey
Title: Account Executive
Date: 07/06/2021

Anderson County

Signature: _____
Name: Brian Young
Date: _____

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:

DEPARTMENT:

FROM:

0082039

Planning & Development

Mayor Terry Frank

DATE 7/29/21

INCREASE <input type="checkbox"/> DECREASE <input checked="" type="checkbox"/> (circle one)	CODE DESCRIPTION	AMOUNT
101-39000	Unassigned Fund Balance	\$4,200.00
		\$4,200.00

\$-7M

INCREASE <input checked="" type="checkbox"/> DECREASE <input type="checkbox"/> (circle one)	CODE DESCRIPTION	AMOUNT
101-51720-399-TREE	Other Contracted Services - TAEP Grant	\$4,200.00

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O		
Secoded _____ Motion		\$4,200.00

Detailed Justification / Explanation: Anderson County receives monthly rental of \$350 per month from Carter Express for parking at David Jones Industrial Park. Mike Carberry assisted us in applying for a tree grant for tree plantings at the industrial park and Glen Alpine Convenience Center. We received notice of award and the funds requested are to match the grant. Carter Express rents are deposited to General Fund, thus the reason for the request from the General Fund. As the trees would be planted in these areas, we feel this is an appropriate request for use of rental funds. (See attached e-mail notification of award.)

20/21 fiscal year we received \$6,200 from Carter Express

What impact does this amendment/appropriation have on next year's budget (one-time amendment or permanent increase)? One-time amendment

16

FW: Anderson County TAEP grant information

Leean Tupper <ltupper@andersoncountyttn.gov>

Thu 7/29/2021 10:21 AM

To: Terry Frank <tfrank@andersoncountyttn.gov>

Mayor, keeping you in the loop.....

Leean R. Tupper

Assistant to the County Mayor

Certified Public Administrator

Anderson County Litter Grant Program & Adopt-A-Road Coordinator

Anderson County Government

100 N. Main Street, Suite 208

Clinton, TN 37716-3617

Tele: (865) 457-6200

Fax: (865) 264-6270

Please note my e-mail address has changed – ltupper@andersoncountyttn.gov

From: Diane Warwick <Diane.Warwick@tn.gov>

Date: Thursday, July 29, 2021 at 10:13 AM

To: Leean Tupper <ltupper@andersoncountyttn.gov>

Cc: MICHAEL CARBERRY <bakerberry@comcast.net>, whitehouse@utk.edu
<whitehouse@utk.edu>

Subject: Anderson County TAEP grant information

Hello,

Due to unforeseen delays, the contract for the tree planting grant has not yet been finalized.

Please continue to make plans for your tree planting and I apologize that our "Timeline" is pushed back.

The request and approval for your grant is now out of my hands and waiting for the formal paperwork to be completed.

Your application has been approved, please remember that any changes that need to be made (such as location of planting or species substitutions) need my approval.

The grant period begins 1 Nov. 2021 so any expenses accrued BEFORE this date will not be approved for reimbursement.

Call (mobile #) or email at any time if you want further information and **CONGRATULATIONS**,

"You don't have to plant a tree, but it'd be a whole lot cooler if you did!"



Department of
Agriculture

Forestry

DIANE WARWICK | Urban & Community Forestry Program Coordinator

TN Dept. of Agriculture/Forestry

P.O. Box 2666

16

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: _____ APPROPRIATION: X 0082040
 DEPARTMENT: _____ FROM: _____
 Finance Robby Holbrook

INCREASE	CODE DESCRIPTION	AMOUNT
101-51100-331-CHTR	County Commission - Legal Services - Charter Commission	\$ 19,600.00
	TOTAL	\$ 19,600.00

DECREASE	CODE DESCRIPTION	AMOUNT
101-39000	Unassigned	\$ 19,600.00
	TOTAL	\$ 19,600.00

5.7

Motion

To Approve

To Refer

With W/O

Seconded _____

Motion _____

Detailed Justification / Explanation :

Funds needed for Anderson County Charter Commission Outside Counsel Agreement to Owings, Wilson, Coleman Law Firm. The agreement is for \$25,000 and code 331 has \$5,400 budgeted for 21/22 fiscal year.

Impact on 21/22 Budget - No

17



Jason E. Mumpower
Comptroller

July 26, 2021

Honorable Theresa Frank, Mayor
and Honorable Board of Commissioners
Anderson County
100 North Main Street, Room 208
Clinton, TN 37716-3687

Dear Mayor Frank and Board of Commissioners:

This letter acknowledges receipt of a certified copy of the fiscal year 2022 budget.

We have reviewed the budget and have determined that projected revenues and other available funds are sufficient to meet anticipated expenditures. Our review of the budget is based solely on the information we have received. With regard to programs included in the budget such as education, roads, and corrections, we have not attempted to determine that the local government has complied with specific program statutes or guidelines, or with any financing requirements prescribed by any state or federal agency. Please note local officials are required to ensure the budget remains balanced throughout the fiscal year and that all maintenance of effort requirements are met – our office has not reviewed or approved any maintenance of effort programs in this budget. Budget amendments must be sent to our office for formal acknowledgement after they are approved by the local governing body (submit to: LGF@cot.tn.gov).

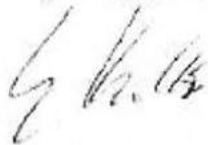
This letter constitutes approval, by this office, for the County's fiscal year 2022 budget as adopted by the County Commission.

A

Please note that the County's annual budget must be submitted to our office within 15 days of its adoption for the County to be eligible to receive the annual budget certificate:
tncot.cc/budgetcertificates.

If you should have questions or need assistance, please refer to our online resources on our website or feel free to contact your financial analyst, William Wood, at 615-401-7893 or william.wood@cot.tn.gov.

Very truly yours,



Betsy Knotts
Director of the Division of Local Government Finance

cc: Mr. Bryan Burklin, Assistant Director, Local Government Audit
Mr. Robert Holbrook, Interim Finance Director, Anderson County

BK:ww

A



July 22, 2021

Mr. Brian Young
Anderson County IT Director
100 N. Main Street, Courthouse Room 208
Clinton, TN 37716

RE: Anderson County Hearing Assist System (TN)

Brian,

Thank you for the opportunity to submit a quotation for the product supply, installation and training of our integrated audio/video (AV) solution.

BIS Digital provides a total turnkey solution based on your needs and requirements which includes planning, design, programming, installation as well as training with on-going support and service. Our ability to design, implement and support a fully integrated AV workflow solution makes BIS unique.

Please don't hesitate to contact me with any questions or concerns.

Sincerely,

Jody Holland

Jody Holland
Account Manager
(954) 815-6835
jody.holland@bisdigital.com

Ⓟ



BIS Digital – AV Integrated Solution

Account Anderson County TN Gov

Quote Number Q-8017750-7.22.2021

Opportunity Name Anderson County Hearing Assist System (TN)

About BIS Digital

BIS Digital is a technology company which provides integrated digital recording and multi-media communications solutions. We “capture the record” with complete multi-channel audio and video digital recording systems customized to meet client needs. We work with award-winning manufacturers to bring you the latest in AV technology.

We design systems with fully integrated AV capabilities for optimal workflow and efficiency. Founded in 1982, BIS Digital has the knowledge and experience gained through our large customer base to build the perfect AV system from concept to completion. We handle everything from planning and design to installation and service. Moreover, we’ll make sure staff is properly trained on using the system to master its operation.

Our solutions include:

- Multi-channel audio and video recording
- Sound systems
- Presentation systems
- Video conferencing
- Enterprise room control
- Video walls
- Language translation connectivity

Onsite service or remote service agreements may be included within this proposal or are available upon request. Multiple-year service agreements are also available.





Date Thursday, July 22, 2021

Quote Number Q-8017750-7.22.2021
Anderson County Hearing Assist System (TN)

Sales Consultant Jody Holland, Account Manager
(954) 815-6835 / jody.holland@bisdigital.com

Primary Contact Brian Young, New IT Director
100 N. Main Street, Courthouse Room 208
Clinton, TN 37716
(865) 457-6200 / (865) 457-6254 (Fax)
it@andersontn.org (Email)

Billing Address Anderson County TN Gov / A-1003393
100 N. Main Street, Courthouse Room 208
Clinton, TN 37716

Shipping Address Clinton and Oak Ridge

Users To Train TBD

Wiring Required Yes

Installation Notes TBD

Item	Product Code	Qty	Unit Price	Total Price
Assisted Listening Device (FM) Series 2 includes 4 PPA R37N receivers and an FM+ transmitter for both FM and Wi-Fi transmission from the same box. 17 selectable wideband frequencies between 72.1-75.9MHz. The system is expendable, accommodating any number of listeners. This system complies with 2010 ADA guidelines for hearing assistance all for nearly the same cost as traditional FM systems. 1,000 ft. operating range (4) EAR 022 surround earphones (2) NKL 001 neckloops (1) IDP 008 ADA wall plaque	BIS-ALS-FMS2	1	\$1,875.00	\$1,875.00





Microphone Wire 22AWG (Plenum) - 500ft Roll	BIS-W-MP-22AWG-500ft	0.5	\$100.00	\$50.0
Shipping/Handling	S/H	1	\$58.00	\$58.00
Installation Supplies	BIS-INST-SUP	1	\$29.00	\$29.00
On-site Setup, Installation and Training	SIT	1	\$700.00	\$700.00
Annual DCR REMOTE SUPPORT on above purchased system (Hardware Replacement not included)	NMNT-DCR-R	1	\$500.00	\$500.00
			Sales Tax Rate	0%
			One Courtroom FM System	\$3,212.00
			Five FM Courtroom Systems	\$16,060.00

Optimal Specifications for BIS Digital PC Systems

Live Stream & On-Demand Requirements

- BIS Digital, Inc. recommends customer can transmit continuous stream of 300kbps or more for optimal performance.

All specifications are subject to change without notice. All computers sourced from third parties must first be approved by BIS Digital prior to purchase.

Equipment Supply

BIS Digital will furnish the equipment as specified herein. Revisions to this contract are made by approved written "Change Order". BIS reserves the right to bill for equipment as stored materials when delivery or installation is not possible. There are no additional implied or expressed operations of the system other than stated within.

Electrical Installation

The customer provided electrical contractor will install all AC power, relay switches & conduit as required for the proposed systems. If required, the customer provided electrician will be responsible for providing and hanging all rigid electrical junction boxes, conduit and installing same. BIS Digital has recommended and asked for Dedicated Electrical Power to be installed at the head-end, controlled end-user equipment or at the same location of final control(s). Dedicated Power shall be the responsibility of the end-user and any external noise or factors creating noise within the systems not





exposed by installed electronic equipment shall not be BIS Digital, Inc. responsibility and shall not be reason for any hold-backs whatsoever by any party.

Equipment Installation and Head End Connections

BIS technicians will install all specified equipment and make all final circuit terminations in the head-end equipment racks. The customer will provide all custom carpentry or custom room preparations as required prior to the installation. The customer will provide scaffold or high reach for all installation work in ceilings over fourteen feet. All network connection(s) are to be provided by the customer. Any changes, alterations or deviations from the Equipment and installation obligations specified herein involving extra cost for labor or material will be executed only on written orders for the same. The cost of any added labor or material will become an extra charge over and above the total specified on the Agreement.





Order Summary

Date	Thursday, July 22, 2021
Quote Number	Q-8017750-7.22.2021
Account Name	Anderson County TN Gov
Total (Excluding Sales Tax)	\$16,060.00

Terms and Conditions

- Effective Period** This proposal is a firm offer for 30 days from quote date Thursday, July 22, 2021.
- Tax Status** Sales tax will be added to invoice unless Tax Exempt Form is on file with BIS Digital.
- Payment Terms** **Deposit:** All orders above \$5,000 require a 50% deposit. Once the order and deposit is confirmed (received) by BIS Digital, scheduling of the installation / and shipment of goods will occur.
Balance: The remaining balance is to be paid on the completion of the installation. {delivery of goods at customer site}
- Install Cancellation** If customer cancels (or postpones) a mutually agreed upon installation date, BIS Digital reserves the right to ship to customer and invoice for hardware, software or other materials procured for the project.
- Restocking Fee** 20% restocking fee will be charged for all cancelled orders
- Site Preparation** Customer is required to supply all conduit and cable pulls not listed on this quote. Customer will be responsible for any additional wiring or installation supplies needed during installation.
- Training** BIS Digital will provide full training of all system users per agreed training schedule.
- Limited Warranty** All BIS supplied new systems (Hardware & Software) are covered for 90 days following date of installation/delivery. Warranty does not cover On-Site Technical Support, Shipping costs, or Software upgrades (See Software Assurance below).
- Software Assurance** Annual Software Assurance entitles user to unlimited software upgrades throughout the one year term, at the cost of \$350 per license/year.

This signature and Purchase Order number states acceptance to the above price, terms and conditions, authorizing BIS Digital, Inc. to order, install and bill for the above equipment:

* Accepted by: _____

Name Title

Signature Date

*** Accounts Payable Information * Required for order to be processed***

A/P Contact: _____

Name Phone Number





Email Address

Fax #

Is a Purchase Order required for processing? _____ P.O. # _____

