



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

January 14, 2022

To: Terrence D. McCracken, Secretary to the Authority
From: Dave Aubertine, Director of Cybersecurity and Information Technology
Subject: Capital Budget Transfer Request

The 2021 IT Department Budget included a Capital Expense for "UPS Uninterruptible Power Supplies", at an estimated value of \$36,050.00 USD. The parts were ordered in September 2021 but due to supply chain issues were not received until January 2022. The total invoiced cost was \$32,280.00.

This request is to facilitate the transfer of the Capital expense allowing us to use that budgeted money for the "UPS Uninterruptible Power Supplies". A Capital budget line called "UPS Replacement VW and SP" will need to be created and funded at the amount of \$32,300.00 per above request.

cc: K. Prendergast
L. Lester
J. Schlierf

[Handwritten signatures and dates for approval]

* See Back of Form for "Details of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B

**ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)**

T Contract: _____ **Project No.:** _____
Project Description: Budget Transfer Authorization

Item Description:

Agreement Professional Service Contract Amendment Change Order
 BCD NYSDOT Agreement Contract Documents Addendum
 Recommendation for Award of Contract Recommendation to Reject Bids
 Request for Proposals
 Other Budget Transfer Authorization – Equipment ordered in 2021 but not received until 2022

Action Requested:

Board Authorization to Execute Legal Approval
 Board Authorization to Award Execution by the Chairman
 Board Authorization to Advertise for Bids Execution by the Secretary to the Authority
 Board Authorization to Solicit Request for Proposals
 Other _____

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> It Director	<u>David Aubertine</u>	Date: <u>1/14/2022</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u>Russell J. Felt</u>	Date: <u>2/1/22</u>
<input checked="" type="checkbox"/> Executive Engineer	<u>Jemard F. Kmaliki</u>	Date: <u>02/02/2022</u>
<input checked="" type="checkbox"/> Director of Administration	<u>Savanna Lopez</u>	Date: <u>02/02/2022</u>
<input checked="" type="checkbox"/> Risk Manager	<u>Molly Op Musarra</u>	Date: <u>02/02/2022</u>
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Karen A. Bendugask</u>	Date: <u>02/02/2022</u>
<input checked="" type="checkbox"/> Legal	<u>[Signature]</u>	Date: <u>2/1/2022</u>

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: _____

Remarks: The 2021 IT Department Budget included a Capital Expense for "UPS Uninterruptible Power Supplies", at an estimated value of \$36,050.00 USD. The parts were ordered in September 2021 but due to supply chain issues were not received until January 2022. The total invoiced cost was \$32,280.00. This request is to facilitate the transfer of the Capital expense allowing us to use that budgeted money for the "UPS Uninterruptible Power Supplies". A Capital budget line called "UPS Replacement VW and SP" will need to be created and funded at the amount of \$32,300.00 per above request.

Resolution Date: _____ **Item No:** _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: 1/24/2022

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
8525	IT	101476	Veeam Backup Servers	\$32,280

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
8525	IT	101549	UPS Replacement VW and SP	\$32,280

Statement as to Necessity of Budget Transfer:

The 2021 IT Department Budget included a Capital Expense for "UPS Uninterruptible Power Supplies", at an estimated value of \$36,050.00 USD. The parts were ordered in September 2021 but due to supply chain issues were not received until January 2022. The total invoiced cost was \$32,280.00. This request is to facilitate the transfer of the Capital expense allowing us to use that budgeted money for the "UPS Uninterruptible Power Supplies". A Capital budget line called "UPS Replacement VW and SP" will need to be created and funded at the amount of \$32,300.00 per above request.

Required Approvals*:

Unit Head:

Dept. Head:

Business Office Manager:

Executive Engineer:

Comptroller:

Chief Financial Officer:

Chief Operating Officer:

Board Resolution Date:

David Aubertine

Steven V. D'Amico

Leonard F. Knapik 01/24/2022

David P. Miller

Helen A. Bendegast

Russell J. Hall 1/24/22

[Signature] 1/24/2022

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B