## Executive Summary

Warehouse provides storage, reissue and disposal of surplus property; orders and distributes custodial supplies; prepares JEs and vouchers; is contract originator for some CAO contracts. Provides mail room coverage when mail clerk is absent. There is 1 warehouse stores clerk.

## Service Descriptions

<table>
<thead>
<tr>
<th>Adopted Budget Total</th>
<th>Revenue</th>
<th>Expense Total</th>
<th>General Fund</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$87,808</td>
<td>$119,109</td>
<td>$31,301</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Responsible for organization of warehouse, inventory and location of stored or surplus items. Works with County departments to meet equipment needs from surplus items to avoid purchase of new items; works with non-profits for donation of surplus property, lists items for auction. Orders and distributes supplies for the County, prepares JEs and vouchers for same and for Purchasing; receives shipments, distributes to proper department. Performs duties of the mail clerk during absence. Acts as originator for some County Administration contracts.

## State/Federal Mandate

None

## Leverage Details

- $250 back to the Discretionary General Fund
- $0 into other non Discretionary County Funds
- $0 directly to community members (child support payments)