

AUDIT REPORT



CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
BUREAU OF FINANCIAL AUDIT
WILLIAM C. THOMPSON, JR., COMPTROLLER

Audit Report on the Financial and Operating Practices of the Bronx County District Attorney's Office

FP03-082A

May 2, 2003



**COMPTROLLER OF THE CITY OF NEW YORK
1 CENTRE STREET
NEW YORK, NY 10007-2341
(212) 669-3500**

WILLIAM C. THOMPSON, JR.
COMPTROLLER

To the Citizens of the City of New York

Ladies and Gentlemen:

Pursuant to Chapter 5, Section 93 of the New York City Charter, we have examined the Bronx County District Attorney's Office's (DA's Office) compliance with certain payroll, timekeeping, purchasing, and inventory procedures, as set forth in the Office of Payroll Administration policies and procedures, the Procurement Policy Board (PPB) Rules, and the New York City Comptroller's Internal Control and Accountability Directives (Comptroller's Directives). The results of our audit, which are presented in this report, have been discussed with officials from the DA's Office, and their comments have been considered in preparing this report.

Audits such as this provide a means of ensuring that agencies follow City guidelines and that government dollars are being used appropriately and in the best interest of the public.

I trust that this report contains information that is of interest to you. If you have any questions concerning this report, please contact my audit bureau at 212-669-8929 or e-mail us at audit@Comptroller.nyc.gov.

Very truly yours,

A handwritten signature in cursive script that reads "William C. Thompson, Jr.".

William C. Thompson, Jr.

WCT/GR

Report: **FP03-082A**
Filed: **May 2, 2003**

Table of Contents

Audit Report in Brief	1
Audit Findings and Conclusions	1
Audit Recommendations	2
Introduction	2
Background	2
Objective	3
Scope and Methodology	3
Discussion of Audit Results	5
Findings	6
Timekeeping Discrepancies	7
Employees Permitted to Carry Compensatory Time Beyond the 120 Day Limit	7
Employees Paid in Excess of Their Title Salary Ranges	7
Weaknesses in Purchasing Practices	8
Recommendations	9
Addendum I	

*The City of New York
Office of the Comptroller
Bureau of Financial Audit*

**Audit Report on the
Financial and Operating Practices of the
Bronx County District Attorney's Office**

FP03-082A

AUDIT REPORT IN BRIEF

We performed an audit on the compliance of the Bronx County District Attorney's Office with certain payroll, timekeeping, purchasing, and inventory procedures, as set forth in the Office of Payroll Administration policies and procedures, the Procurement Policy Board (PPB) Rules, and the New York City Comptroller's Internal Control and Accountability Directives (Comptroller's Directives). During Fiscal Year 2002, the Personal Service (PS) expenditures for the Bronx County District Attorney's Office (DA's Office) were \$41,771,104; the Other Than Personal Services (OTPS) expenditures were \$3,583,401.

Audit Findings and Conclusions

The DA's Office generally adhered to policies and procedures of the Office of Payroll Administration, PPB Rules, and Comptroller's Directives with respect to payroll, timekeeping, purchasing, and inventory management. Our examination of the DA's Office Personal Services and Other Than Personal Services expenditures disclosed no instances in which monies were improperly used. In addition:

- employees' annual leave balances did not exceed the two-year accrual limit;
- all employees sampled were bona fide;
- employees signed the required Form 319s when picking up their paychecks;
- all pay increases were accurately calculated and properly authorized;
- employees were accurately paid upon separation from City service;
- purchased items were necessary for DA's Office operations;
- vouchers and purchase orders were properly completed and accurately calculated and paid;
- the DA's Office complied with Comptroller's Directive #3. In that regard, Imprest Fund purchases did not exceed \$250; invoices to support Imprest Fund payments were maintained; checks had the required authorized signatures and designated specified payees; and each check bore the inscription "void after 90 days";
- the Imprest Fund bank account was accurately reconciled;

- up-to-date and accurate inventory lists were maintained and identification tags were affixed to the sampled inventory items.

However, we found that the DA's Office: did not charge one employee's leave balance for 12 hours not worked; permitted employees to carry compensatory time beyond the 120 day limit; and paid employees in excess of their *Career and Salary Plan* title salary ranges. Moreover, our sample of payment vouchers found that some of the purchase requisitions were either missing or did not contain the required signature of a bureau chief.

Audit Recommendations

To address these issues, we recommend that the DA's Office should:

- Ensure that timekeeping transactions are carefully reviewed so that timekeeping errors are avoided.
- Require employees to use compensatory time within 120 days after it is earned. If an employee does not adhere to this requirement, the compensatory time should be converted and incorporated into the employee's sick leave balance.
- Ensure that employees obtain the appropriate authorization to carry over compensatory time if they have not received approval to use compensatory time within 120 days.
- Transfer employees whose salaries currently exceed their title limits into other titles that they qualify for and that have salary ranges encompassing their current pay levels.
- Implement a supervisory purchase review process that ensures that all necessary documents are on file and that the necessary approvals are obtained.

INTRODUCTION

Background

Under the New York State Constitution, District Attorneys are constitutional officers and elected every four years. Under New York State County Law, the City's five District Attorneys protect the public by investigating and prosecuting criminal conduct in their respective counties. The District Attorneys enforce the provisions of the penal law and all other statutes. Their principle activities include preparing information and gathering resources for court hearings, and presenting trial and appeal cases in court.

During Fiscal Year 2002, the Personal Service (PS) expenditures for the Bronx County District Attorney's Office (DA's Office) were \$41,771,104; the Other Than Personal Services (OTPS) expenditures were \$3,583,401.

Objective

This audit was conducted to determine whether the Bronx County District Attorney's Office complies with applicable payroll, timekeeping, purchasing, and inventory procedures, as set forth in the Office of Payroll Administration policies and procedures, the Procurement Policy Board (PPB) Rules, and the New York City Comptroller's Internal Control and Accountability Directives (Comptroller's Directives).

Scope and Methodology

This audit covered the period July 1, 2001, through June 30, 2002.

To obtain a general understanding of the procedures and regulations with which the DA's Office is required to comply, we reviewed the policies and procedures of the Office of Payroll Administration, PPB Rules, Comptroller's Directives, and other applicable City laws, regulations, and policies. We interviewed members of the Office staff to obtain an understanding of the payroll, timekeeping, and purchasing procedures of the DA's Office and to determine how the Office safeguards its physical assets.

To determine whether employees' leave balances were accurate, we reviewed attendance records of 45 sampled employees—20 Assistant District Attorneys, five managerial, and 20 non-managerial employees (non-ADA)—for the months of November 2001 and March 2002. We examined the attendance records for completeness and for evidence of supervisory review. We compared documents recording employee arrival and departure times to the agency's attendance "control sheets" to ensure that all reportable timekeeping transactions were accurately posted on the control sheets. The DA's Office does not use the City Payroll Management System to record timekeeping. Instead, it uses a manual attendance control sheet for each employee to record and track the accrual and use of annual and sick leave and compensatory time. We reviewed compensatory time transactions and annual leave use for evidence of proper approvals and posting. We determined whether compensatory time was used within 120 days and, if not, whether it was transferred to sick leave balances. We determined whether medical documentation, whenever required by City regulations, appropriately supported sick leave use. We determined whether the DA's Office followed City regulations with regard to employees who have excess annual leave balances (i.e., more than two years of accruals).

To determine whether employees were bona fide, we traced our 45 sampled employees from the payroll register (for the pay periods ending November 9, 2001 and March 15, 2002) to the DA's Office timekeeping records and personnel files.

To determine whether employees receiving paychecks are signing Form 319s, as required by Comptroller's Directive #13, we reviewed the Form 319s for two pay periods—those ending November 9, 2001, and March 15, 2002.

To determine whether pay increases were accurately calculated and properly authorized, we reviewed salary history reports and salary-increase authorization memos for sampled 45 employees.

To determine whether separation pay was accurately calculated, we reviewed the payments made to 15 individuals who had more than 10 years of City service. We chose these individuals because they would have larger leave balances and would receive greater separation pay than others with shorter service. In addition, we determined whether these 15 employees were appropriately removed from the City's payroll.

For the DA's Office non-ADA employees, we determined whether their salaries are within the salary ranges of their civil service titles. We compared the salaries of these employees to the minimum and maximum salary amounts of their civil service titles included in the *Career and Salary Plan* of the City Collective Bargaining Agreement.

To ensure that the DA's Office used proper procedures when making purchases, we selected a judgmental sample of 75 payment vouchers (based on dollar amount and expense type) issued by the DA's Office in Fiscal Year 2002. We examined each voucher for the requisite approvals and authorizations, and for evidence that the transactions were for proper business purposes. We also reviewed the supporting documentation (i.e., vendor invoices) for each voucher. We determined whether each voucher was correctly coded, and whether any duplicate vouchers were processed.

To determine whether the DA's Office was in compliance with Imprest Fund procedures specified in Comptroller's Directive #3, we examined check stubs and the related bank statements for September 2001 and February 2002. We examined all 22 canceled checks that cleared the bank account during September 2001 and February 2002 for: authorized signatures and amounts; a specified payee (as opposed to "bearer" or "cash"); the eligibility of the expenditure; an endorsement; and a "void after 90 days" inscription on each check. We also determined whether the Office performed monthly bank reconciliations and whether Imprest Fund expenditures exceeded the allowable amounts for a particular month, vendor, or item.

Finally, to determine whether the DA's Office maintained a complete inventory list, we randomly selected 100 out of 2,063 pieces of equipment listed on the agency's inventory records and confirmed that the items were on hand at the Office. We also examined each piece of equipment for an identification tag.

This audit was conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS) and included tests of the records and other auditing procedures considered necessary. This audit was performed in accordance with the City Comptroller's audit responsibilities as set forth in Chapter 5, § 93, of the New York City Charter.

Discussion of Audit Results

The matters covered in this report were discussed with officials from the DA's Office during and at the conclusion of this audit. A preliminary draft report was sent to the DA's Office and discussed at an exit conference held on March 20, 2003. On April 4, 2003, we submitted a draft report to the DA's Office with a request for comments.

We received a written response from the DA's Office on April 15, 2003 in which it generally agreed with the audit's recommendations and described the specific steps that it has taken to address the exceptions noted in the report. The full text of the comments from the DA's Office is included as an addendum to this report.

FINDINGS

The DA's Office generally adhered to policies and procedures of the Office of Payroll Administration, PPB Rules, and Comptroller's Directives, with respect to payroll, timekeeping, purchasing, and inventory management. Our examination of the DA's Office Personal Services and Other Than Personal Services expenditures disclosed no instances in which monies were improperly used. In addition:

- employees' annual leave balances did not exceed the two-year accrual limit;
- all employees sampled were bona fide;
- employees signed the required Form 319s when picking up their paychecks;
- all pay increases were accurately calculated and properly authorized;
- employees were accurately paid upon separation from City service;
- purchased items were necessary for DA's Office operations;
- vouchers and purchase orders were properly completed and accurately calculated and paid;
- the DA's Office complied with Comptroller's Directive #3. In that regard, Imprest Fund purchases did not exceed \$250; invoices to support Imprest Fund payments were maintained; checks had the required authorized signatures and designated specified payees; and each check bore the inscription "void after 90 days";
- the Imprest Fund bank account was accurately reconciled;
- up-to-date and accurate inventory lists were maintained and identification tags were affixed to the sampled inventory items.

However, we found certain instances in which the Office did not comply with certain provisions of Comptroller's Directive #24 and City *Time and Leave Regulations*. Moreover, the DA's Office did not ensure that all employees' wages were within the salary ranges of their *Career and Salary Plan* titles. These issues are discussed in detail in the following sections of this report.

Timekeeping Discrepancies

Our review of the timekeeping records for the sampled employees disclosed eight out of 158 instances in which an employee's leave balances was not charged for a total of 12 hours not worked. After the exit conference, the DA's Office made the necessary adjustments to the leave balance of the employee.

Employees Permitted to Carry Compensatory Time Beyond the 120 Day Limit

The DA's Office did not ensure that all employees used compensatory time within the 120 days as required by *Time and Leave Regulations* of the City Collective Bargaining Agreement. Consequently, as of October 31, 2001, four employees had a combined total of 403 hours of compensatory time not used within 120 days. According to the *Time and Leave Regulations*, employees must use compensatory time within four months after it is earned. Any such time not used should be added to the employees' sick leave balances, unless the agency authorizes employees in writing to carry it forward. However, there was no documentation on file authorizing the four employees to carry their compensatory time beyond the 120 days.

We received a memorandum dated February 4, 2003, from the Administrative Chief of the DA's Office permitting employees to maintain their compensatory time balances beyond the required limit. However, this memorandum did not specify which employees were authorized to carry their compensatory time beyond the four month limit or how much compensatory time was allowed to be carried forward. According to the Director of Special Programs at the Department of Citywide Administrative Services, an agency should have a letter on file for each employee indicating the number of hours that the employee is allowed to carry forward.

Employees Paid in Excess of Their Title Salary Ranges

The annual salaries of eight of the Office's 431 employees exceeded the maximum pay rates for their titles in the *Career and Salary Plan* of the City Collective Bargaining Agreement. The excess salary amounts ranged from \$975 to \$7,404. Table I lists the eight employees' current salaries and the maximum pay rates for their titles.

Table I

Employees Paid in Excess of the Salary Range of Their Titles

Employee	Title	Current Salary	Maximum Salary	Difference
1	Community Coordinator	\$63,800	\$56,396	\$7,404
2	Supv. Rackets Investigator	\$62,640	\$58,092	\$4,548
3	Supv. Rackets Investigator	\$62,382	\$58,082	\$4,290
4	Senior Rackets Investigator	\$59,028	\$56,325	\$2,703
5	Paralegal Aide	\$43,019	\$40,593	\$2,426
6	Community Assistant	\$30,000	\$28,331	\$1,669
7	Community Service Aide	\$25,183	\$23,683	\$1,500
8	Community Coordinator	\$57,371	\$56,396	\$975

The City *Career and Salary Plan* contains minimum and maximum pay rates for each job title. According to the *Career and Salary Plan*, “The purpose . . . is to provide fair and comparable pay for comparable work.” Thus, the minimum and maximum pay rates are an integral part of the *Career and Salary Plan*. If there are no non-managerial titles within the employees’ salary ranges, then the employees should be transferred to appropriate managerial titles with salary ranges encompassing their salaries.

Weaknesses in Purchasing Practices

Our review of our sampled payment vouchers and their supporting purchase documentation revealed weaknesses in the purchasing practices of the DA’s Office. Specifically, 15 of 60 purchase requisition forms were missing from the Office’s purchase files. In addition, 24 of 45 purchase requisitions that were on file were missing the required signature of the Bureau Chief.

Recommendations

The DA's Office should:

1. Ensure that timekeeping transactions are carefully reviewed so that timekeeping errors are avoided.

DA's Office Response: "The Director of Human Resources will randomly review all timekeeping transactions with special attention to staff working unconventional schedules. It should be noted that eight of 158 instances involved a single employee utilizing a flexible schedule to attend school."

2. Require employees to use compensatory time within 120 days after it is earned. If an employee does not adhere to this requirement, the compensatory time should be converted and incorporated into the employee's sick leave balance.
3. Ensure that employees obtain the appropriate authorization to carry over compensatory time if they have not received approval to use compensatory time within 120 days.

DA's Office Response: "Adherence to the cited *Time & Leave Regulations* has been arduous to comply with considering our mission.... Despite the uniqueness of our mission, effective May 1, 2003 all compensatory balances will be monitored to adhere to the 120-day limit. Should employees need to exceed this limit, approval documentation will be placed on file in Human Resources."

4. Transfer employees whose salaries currently exceed their title limits into other titles that they qualify for and that have salary ranges encompassing their current pay levels.

DA's Office Response: "The eight of the Office's 431 employees represent under 2%. Seven employees exceeding their title's maximum pay rate were given corrected titles prior to the audit exit conference. The eighth staff member, after 32 years of service, participated in the early retirement incentive in September 2002. This staff member represented the \$7,404 overage. Three of the titles represent racket investigator titles which would not have exceeded the maximum pay rate had the contract negotiation been as successful as the Office of Labor Relations predicted."

5. Implement a supervisory purchase review process that ensures that all necessary documents are on file and that the necessary approvals are obtained.

DA's Office Response: "...In the future, these forms will be completed with all necessary signatures. However, our purchasing policies permit bureau chiefs and their designees to approve such in-house requisition forms."



OFFICE OF THE DISTRICT ATTORNEY, Bronx County

ROBERT T. JOHNSON
District Attorney

198 East 161st Street
Bronx, New York 10451

(718) 590-2161

JOAN E. PELLETIER
Administrative Chief

April 15, 2003

Mr. Greg Brooks
Deputy Comptroller
Policy, Audits, Accountancy & Contracts
The City of New York
Office of the Comptroller
Executive Offices
1 Centre Street
New York, New York 10007-2341

Re: Audit Report on the Financial and Operating Practices
of the Bronx County District Attorney's Office
FP03-082A

Dear Mr. Brooks:

I have received the above cited audit, and what follows is this Office's response for inclusion in the final audit report. The response will address each weakness, clarify those parts of the draft report which do not accurately reflect our practices, and discuss how the report's recommendations will be implemented.

Finding One: Timekeeping Discrepancies

Our review of the timekeeping records for the sampled employees disclosed eight out of 158 instances in which an employee's leave balance was not charged for a total of 12 hours not worked. After the exit conference, the DA's Office made the necessary adjustments to the leave balance of the employee.

Recommendation:

The DA's Office should:

1. Ensure that timekeeping transactions are carefully reviewed so that timekeeping errors are avoided.

Mr. Greg Brooks

- 2 -

April 15, 2003

Response:

The Director of Human Resources will randomly review all timekeeping transactions with special attention to staff working unconventional schedules. It should be noted that eight of 158 instances involved a single employee utilizing a flexible schedule to attend school.

Finding Two: Employees Permitted to Carry Compensatory Time Beyond the 120 Day Limit

The DA's Office did not ensure that all employees used compensatory time within the 120 days as required by *Time and Leave Regulations* of the City Collective Bargaining Agreement....

Recommendations:

The DA's Office should:

2. Require employees to use compensatory time within 120 days after it is earned. If an employee does not adhere to this requirement, the compensatory time should be converted and incorporated into the employee's sick leave balance.
3. Ensure that employees obtain the appropriate authorization to carry over compensatory time if they have not received approval to use compensatory time within 120 days.

Response:

Adherence to the cited *Time & Leave Regulations* has been arduous to comply with considering our mission. This Office operates twenty-four hours seven days a week. Assistant district attorneys, detectives, interpreters, stenographers, computer and video technicians serve on an around the clock basis. Crime does not occur from nine to five. Despite the uniqueness of our mission, effective May 1, 2003 all compensatory balances will be monitored to adhere to the 120-day limit. Should employees need to exceed this limit, approval documentation will be placed on file in Human Resources.

Mr. Greg Brooks

- 3 -

April 15, 2003

Finding Three: Employees Paid in Excess of Their Title Salary Ranges

The annual salaries of eight of the Office's 431 employees exceeded the maximum pay rates for their titles in the *Career and Salary Plan* of the City Collective Bargaining Agreement. The excess salary amounts ranged from \$975 to \$7,404....

Recommendation:

The DA's Office should:

4. Transfer employees whose salaries currently exceed their title limits into other titles that they qualify for and that have salary ranges encompassing their current pay levels.

Response:

The eight of the Office's 431 employees represent under 2%. Seven employees exceeding their title's maximum pay rate were given corrected titles prior to the audit exit conference. The eighth staff member, after 32 years of service, participated in the early retirement incentive in September 2002. This staff member represented the \$7,404 overage. Three of the titles represent racket investigator titles which would not have exceeded the maximum pay rate had the contract negotiation been as successful as the Office of Labor Relations predicted.

Finding Four:

Our review of our sampled payment vouchers and their supporting purchase documentation revealed weaknesses in the purchasing practices of the DA's Office. Specifically, 15 of 60 purchase requisition forms were missing from the Office's purchase files. In addition, 24 of 45 purchase requisitions that were on file were missing the required signature of the Bureau Chief.

Recommendation:

The DA's Office should:

5. Implement a supervisory purchase review process that ensures that all necessary documents are on file and that the necessary approvals are obtained.

Mr. Greg Brooks

- 4 -

April 15, 2003

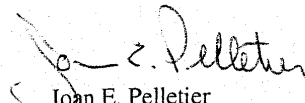
Response:

As indicated in the exit conference, this particular finding and recommendation is overstated. The District Attorney's Office has an elaborate supervisory review process. The documentation discussed in this finding, purchase requisition form (attached), is an in-house document developed to centralize all purchasing. This particular document serves as a vehicle to request routine general office supplies which represent under 1% of this Office's total budget. Frequently, these requisition forms represent a bureau or unit's "wish list" and no action is taken. Those purchase requisitions that were missing a required signature were generated by stock handlers replenishing required office supplies. Quarterly inventories are conducted and a computerized report is submitted to the Director of Purchasing and the Administrative Chief. Some of these in-house requisition forms were included in city purchasing documents. Although these forms are not necessary, this Office places a priority on consistency. In the future, these forms will be completed with all necessary signatures. However, our purchasing policies permit bureau chiefs and their designees to approve such in-house requisition forms.

General Comments Regarding the Audit:

Unlike past audits (MJ97-103A) and (FP99-074F), this audit report highlighted effectiveness and efficiency within our Office. This balanced approach is effective. We would like to thank Mr. Lawrence Welgrin, Audit Manager, Mr. William Anderson, Audit Supervisor, Mr. Philip Zimmer, Senior Auditor, and Messrs. Christopher Venute and George Cheng, Staff Auditors, for the insights they provided concerning our financial and operating practices during the audit period July 1, 2001 through June 30, 2002. Those of us charged with assuring internal controls appreciate their efforts and have viewed this audit as a valuable management tool.

Very truly yours,


Joan E. Pelletier
Administrative Chief

Enc.

DISTRICT ATTORNEY - BRONX COUNTY

PURCHASE REQUEST

BUREAU: _____ ATTENTION OF: _____ ROOM _____

Type of Request

- Furniture
- Office Equipment
- Office Supplies
- Printed Forms (Attach Sample)
- Computer: Hardware
- Computer: Software
- Books
- Video
- Other

Item	Description	Qty	Item Cost	Total Cost

Prepared by: _____ Title: _____ Ext. _____

Approved: **BUREAU CHIEF** Date: _____

Special Authorization: _____ Q# _____

BRONX DISTRICT ATTORNEY
INVENTORY MANAGEMENT SYSTEM (IMS)

END OF MONTH INVENTORY REPORT

Printed: 04/15/03

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
ALCOHOL, BOTTLE	ISOPROPYL RUBBING ALCOHOL, 70%	BTL	1	0	0	0	0	36
ALCOHOL PREFS	ALCOHOL PADS	BOX	200	11	11	0	0	10
APRON, RADIATION	MATERNITY APRON	EACH	1	11	11	0	0	5
BATTERIES	AAA, RAY-O-VAC, ALKALINE	EACH	1	341	341	0	0	50
BATTERIES	AA, RAY-O-VAC, ALKALINE	EACH	1	2905	2905	0	0	300
BATTERIES	C, RAY-O-VAC, ALKALINE	EACH	1	748	748	0	0	100
BATTERIES	D, RAY-O-VAC, ALKALINE	EACH	1	258	258	0	0	50
BATTERIES	9 VOLT ALKALINE	EACH	1	854	854	0	0	12
BATTERY	HEAVY DUTY (LANTERN)	EACH	1	36	36	0	0	5
BAGS	GARBAGE BAGS, BLACK 33 X 45	EACH	1	398	398	0	0	1
BAGS	GARBAGE BAGS, CLEAR 33 X 45	EACH	1	93	93	0	0	100
BAGS	CATALOG CASE, 17 X 13 X 15	EACH	1	5	5	0	0	5
BINDERS	1" CAP. BLACK, 3 RING	EACH	1	76	76	0	0	24
BINDERS	2" CAP. BLACK, 3 RING	EACH	1	44	44	0	0	12
BINDERS	3" CAP. BLACK, 3 RING	EACH	1	55	55	0	0	12
BINDERS	DATA PRESSBOARD, RD 14 7/8X11	EACH	1	0	0	0	0	1
BINDERS	DATA PRESSBOARD, GR 14 7/8X11	EACH	1	2	2	0	0	1
BINDERS	DATA PRESSBOARD, CY 14 7/8X11	EACH	1	10	10	0	0	1
BINDERS	DATA PRESSBOARD, BK 14 7/8X11	EACH	1	0	0	0	0	1
BINDERS	NYLON POST, 9 7/8 X 11	EACH	1	0	0	0	0	1

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
BOOK	150 PAGE RECORD, STANDARD	EACH	1	18	18	0	0	1
BOOK	300 PAGE RECORD, STANDARD	EACH	1	17	17	0	0	6
BOOK	500 PAGE RECORD, STANDARD	EACH	1	0	0	0	0	10
BOOK	CASH RECEIPT BOOK (MONEY)	EACH	1	21	21	0	0	1
BOOK	WEBSTER'S NEW WORLD DICTIONARY	EACH	1	81	81	0	0	12
BOOK	WEBSTER'S COLLEGIATE THESAURUS	EACH	1	5	5	0	0	2
BOOK	LONG DISTANCE CALL BOOK	EACH	1	72	72	0	0	5
BOOK	MOTION BOOKS	EACH	1	5	5	0	0	10
BOOK	NOTEBOO. W/SPIRAL	EACH	1	45	45	0	0	36
BOOK	PETTY CASH	EACH	1	4	4	0	0	5
BOOK	STENOGRAPHER, GREGG	EACH	1	164	164	0	0	50
BOOK	TIME RECORDING BOOK	EACH	1	0	0	0	0	1
BOOK	TELEPHONE MESSAGE, DUPLICATE	EACH	1	158	158	0	0	30
BLOTTER PAD	20 X 36 DESK BLOTTER PAD	EACH	1	2	2	0	0	1
BLOTTER PAPER	20 X 36 DESK BLOTTER PAPER	EACH	1	45	45	0	0	1
BOARD	BULLETIN BOARD 24" X 36"	EACH	1	3	3	0	0	1
CALCULATOR ROLL	SINGLE SIDED, 2 1/4" X 165'	ROLL	1	363	363	0	0	50
CALCULATOR	DESK TOP CALCULATOR	EACH	1	4	4	0	0	1
CLIPBOARDS	CLIPBOARDS- LEGAL SIZE	EACH	1	28	28	0	0	12
CASH BOX	METAL BOX WITH MONEY TRAY	EACH	1	7	7	0	0	1
CALENDAR STAND	DESK TOP, FLIP A DAY	EACH	1	37	37	0	0	10
CHALK	WHITE	BOX	12	3	3	0	0	1
CLAMPS	CLAMPS PAPER, NO: 1	BOX	1	123	123	0	0	72

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY REC.	QTY GIVEN	RECORDER POINT
CLAMPS	CLAMPS PAPER, NO: 2	BOX	1	1012	1012	0	0	50
CLIPS	CLIPS PAPER, NO: 1	BOX	1	1162	1162	0	0	100
CLIPS	CLIPS PAPER, NO: 2	BOX	1	39	39	0	0	100
CLIPS	BINDER CLIPS SMALL BC20	BOX	1	34	34	0	0	50
CLIPS	BINDER CLIPS MEDIUM BC-50	DOZEN	1	108	108	0	0	50
CLIPS	BINDER CLIPS LARGE BC-100	BOX	1	20	20	0	0	50
CLEANER	PC DUSTER (COMPRESSED AIR)	EACH	1	19	19	0	0	24
CLEANER	EVANS STATKLEER COMPUTER CLOTH	EACH	1	42	42	0	0	12
CLEANER, AIR FILTER	BOSTON AIR-CLEANER FLTR.25770	EACH	1	15	15	0	0	1
CLEANER, AIR FILTER	BOSTON AIR CLEANER MODEL 25765	EACH	1	12	12	0	0	5
CLEANER	EXPO DRY ERASE CLEANER	EACH	1	1	1	0	0	2
COMPUTER SCREEN	COMPUTER GLARE SCREEN	EACH	1	1	1	0	0	1
COPIER SUPPLIES	DRY INK: XEROX 5065/1065/5365	CARTON	5	0	0	0	0	2
COPIER SUPPLIES	DEVELOPER:XEROX 5065/1065/5365	BOTTLE	1	28	28	0	0	5
COPIER SUPPLIES	XEROX 3010 TONER CARTRIDGE	EACH	1	17	17	0	0	2
COPIER SUPPLIES	XEROX 3010 PRINT CARTRIDGE	EACH	1	12	12	0	0	1
COPIER SUPPLIES	DRY INK PLUS: XEROX 5052/1050	CARTON	4	90	90	0	0	5
COPIER SUPPLIES	DEVELOPER: XEROX 5052/1050	BOTTLE	1	74	74	0	0	2
COPIER SUPPLIES	FUSER LUB.: XEROX 5052/1050	BTL	1	54	54	0	0	4
COPIER SUPPLIES	XEROX 5312/5314 DRY INK	EACH	1	1	1	0	0	1
COPIER SUPPLIES	XEROX 5312/5314 COPY CARTRIDGE	EACH	1	5	5	0	0	1
COPIER SUPPLIES	XEROX 5318/5320/BLACK DRY INK	EACH	1	11	11	0	0	1
COPIER SUPPLIES	XEROX 5318/5320/5322 COPY CART	EACH	1	5	5	0	0	1

ITEM NAME

ITEM DESCRIPTION

ADDENDUM
Page 9 of 22
REGORER
POINT

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REGORER POINT
COPIER SUPPLIES	XEROX BOOKMARK 35 5345,5355	EACH	1	4	4	0	0	3
COPIER SUPPLIES	XEROX FAX FILM 7024	ROLL	1	4	4	0	0	5
COPIER SUPPLIES	MURATEC FAX TONER SET 201	CART.	1	20	20	0	0	5
COPIER SUPPLIES	MURATA FAX FILM F70/72	EACH	1	27	27	0	0	5
COPIER SUPPLIES	MURATEC FAX DRUM KIT DK 120	EACH	1	0	0	0	0	2
COPIER SUPPLIES	DC220 #179	EACH	1	4	4	0	0	5
COPIER SUPPLIES	MURATEC TS 120 CART.	EACH	1	0	0	0	0	10
COPIER SUPPLIES	XEROX DCS 35 FUSER AGENT	EACH	1	34	34	0	0	4
COPIER SUPPLIES	MURATA F-60 FAX ROLLS PF-150	EACH	1	21	21	0	0	10
COPIER SUPPLIES	DEVELOPER ASSEMBLY DA200	1	1	24	24	0	0	5
CUPS	PLASTIC FOR CLIPS&SPONGES	EACH	1	5	5	0	0	5
CUPS	PAPER CUPS HOT&COLD	SLEEVE	1	13	13	0	0	20
SMALL DIARY	YEAR 2002 DIARY	1	1	57	57	0	0	15
CALENDAR PADS	YEAR 2002 CALENDAR DESK PADS	1	1	37	37	0	0	15
LONG DIARY	YEAR 2002 DIARY	1	1	1	1	0	0	1
DISKETTES	3.5 DS.HD FORMATTED (10/BOX)	BOX	1	125	125	0	0	5
DISK CLEANER	3.5" DISK DRIVE CLEANER	BOX	1	19	19	0	0	10
DISKETTES	STORAGE 3.5 W/ & W/LOCK	EACH	10	3	3	0	0	1
EXTENSION CORD	HOUSEHOLD 8FT	EACH	1	10	10	0	0	1
EXTENSION CORD	HOUSEHOLD 9FT	EACH	1	9	9	0	0	1
EXTENSION CORD	HOUSEHOLD 12FT.	EACH	1	10	10	0	0	10
EXTENSION CORD	HOUSEHOLD 15FT.	EACH	1	10	10	0	0	10
EXTENSION CORD	HEAVY DUTY 9FT.	EACH	1	18	18	0	0	5

MASTER INVENTORY REPORT

Legend: OHLM = Onhand Last Month OHTM = Onhand This Month

MASTER INVENTORY REPORT

Legend: OHLM = Onhand Last Month OHTM = Onhand This Month

Page: 5

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	ADDENDUM
EXTENSION CORD	HEAVY-DUTY 12FT.	EACH	1	6	6	0	0	5
EXTENSION CORD	HEAVY-DUTY 15FT.	EACH	1	9	9	0	0	1
EXTENSION CORD	HEAVY-DUTY 25FT.	EACH	1	16	16	0	0	1
MACHINE	TYPEWRITER - MANUAL (USED)	EACH	1	6	6	0	0	1
ERASER	DRY ERASE SURFACE, "EXPO"	EACH	1	14	14	0	0	1
ERASER	PENCIL ERASERS	EACH	1	531	531	0	0	1
ENVELOPES	PLAIN WHITE, CLOSE FACE, 6 3/4	BOX	1	0	0	0	0	12
ENVELOPES	DA ADDRESS, CLOSE FACE, #10	BOX	1	58	58	0	0	1
ENVELOPES	DA ADDRESS, 1/4 WINDOW, #10	BOX	1	0	0	0	0	10
ENVELOPES	PLAIN WHITE, CLOSE FACE, #10	BOX	1	84	84	0	0	40
ENVELOPES	CHECK ENVELOPE WITH WINDOW	BOX	500	14	14	0	0	15
ENVELOPES	DIRECT DEPOSIT ENVELOPE	BOX	500	121	121	0	0	10
ENVELOPES	MANILA, CLASP, 7 X 10	EACH	1	3481	3481	0	0	10
ENVELOPES	MANILA CLASP, 8 1/2 X 11 1/2	EACH	1	31409	31409	0	0	590
ENVELOPES	MANILA CLASP, 9 1/2 X 12 1/2	EACH	1	30542	30542	0	0	1000
ENVELOPES	MANILA CLASP, 11 1/2 X 14 1/2	EACH	1	6406	6406	0	0	2000
ENVELOPES	INTER-OFFICE, NO.10	BOX	1	50	50	0	0	20
ENVELOPES	INTER-OFFICE 10 X 13	EACH	1	6775	6775	0	0	2000
ELEMENT	SELECT.II PRESTIGE LEGAL	EACH	1	1	1	0	0	1
ELEMENT	SELECT.II, DELEGATE 10	EACH	1	2	2	0	0	1
ELEMENT	SELECT.II, ORATOR 10	EACH	1	1	1	0	0	1
ELEMENT	SELECT.II, LEGAL PICA 72	EACH	1	1	1	0	0	1
ELEMENT	SELECT.III, ORATOR 96,10	EACH	1	1	1	0	0	1

ADDENDUM
Page 11 of 22

ITEM NAME	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
ELEMENT	EACH	1	2	2	0	0	1
ELEMENT	EACH	1	1	1	0	0	1
PRINTWHEEL	EACH	1	9	9	0	0	1
PRINTWHEEL	EACH	1	3	3	0	0	1
PRINTWHEEL	EACH	1	2	2	0	0	1
PRINTWHEEL	EACH	1	4	4	0	0	1
PRINTWHEEL	EACH	1	1	1	0	0	1
PRINTWHEEL	EACH	1	3	3	0	0	1
BANDAGES	EACH	1	6	6	0	0	1
BANDAGES	BOX	50	150	150	0	0	50
FIRST AID KIT	BOX	100	49	49	0	0	25
FILE BOX	EACH	1	1	1	0	0	1
FILE BOX	EACH	1	0	0	0	0	5
FILE BOX	EACH	1	12	12	0	0	5
FOLDER	EACH	1	12	12	0	0	5
FOLDER	BOX	1	81	81	0	0	50
FOLDER	BOX	100	51	51	0	0	100
FOLDER	BOX	1	15	15	0	0	5
FOLDER	EACH	1	133	133	0	0	50
FOLDER	SETS	1	32	32	0	0	12
FOLDER	EACH	1	166	166	0	0	20
FOLDER	BOX	1	76	76	0	0	10
FOLDER	BOX	1	12	12	0	0	20

ADDENDUM
Page 12 of 22

ITEM NAME

ITEM DESCRIPTION

ITEM NAME	ITEM DESCRIPTION	UNLT	QTY/ UNLT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
FOLDER	EXPANDING FOLDER,	EACH	1	3	3	0	0	5
FOLDER	RED ROPE EXPANDING, LEGAL S-K	EACH	1	16125	16125	0	0	300
FASTENERS	1" ROUNDHEAD (BRASS)	BOX	100	42	42	0	0	10
FASTENERS	2" ROUNDHEAD (BRASS)	BOX	100	46	46	0	0	10
FASTENERS	3" ROUNDHEAD (BRASS)	BOX	100	21	21	0	0	10
FASTENERS	4" ROUNDHEAD (BRASS)	BOX	100	2	2	0	0	2
FASTENERS	3/4" ROUNDHEAD (BRASS)	BOX	100	46	46	0	0	10
FASTENERS	R-80, PRESTONG PAPER ADJ. 12/8	BOX	50	9	9	0	0	5
FASTENERS	R-40, PRESTONG PAPER, ADJ. 3"	BOX	50	12	12	0	0	5
FASTENERS	R-20, PRESTONG PAPER, ADJ. 2"	BOX	50	66	66	0	0	5
FASTENERS	R-10, PRESTONG PAPER, ADJ.	BOX	50	30	30	0	0	10
FASTENERS	1 1/2" ROUNDHEAD (BRASS)	BOX	100	37	37	0	0	10
FASTENERS	1 1/4" ROUNDHEAD (BRASS)	BOX	100	39	39	0	0	10
REINFORCEMENT	PAPER ROUND, GUMMED	BOX	150	251	251	0	0	72
FLASHLIGHTS	2 CELL FLASHLIGHTS	EACH	1	6	6	0	0	5
FORM, CRIM. CT.	CRIM. CT. VOL. DISC.	PACK	0	3	3	0	0	10
FORMS, CARDS	DIST. ATTORNEY BUSINESS CARD	EACH	1	1005	1005	0	0	500
FORMS FOLDER	SUPREME COURT CASE FOLDERS	CARTON	50	7	7	0	0	25
FORMS LABELS-MAILING	DISTRICT ATTORNEY MAILING LABEL	EACH	1	17945	17945	0	0	500
FORMS, SHEET	#191 RECEIPT, SUPREME COURT CA	PACK	25	33	33	0	0	10
FORMS, SHEET	LETTERHEAD (ROBERT T. JOHNSON)	BOX	500	8	8	0	0	1
FORMS, SHEET	MEMO NOTES, (ROBERT T. JOHNSON	BOX	500	4	4	0	0	1
FORMS, SHEET	LETTERHEAD, "DISTRICT ATTORNEY"	PACK	100	131	131	0	0	50

MASTER INVENTORY REPORT

Legend: OHLM = Onhand Last Month OHTM = Onhand This Month

ADDENDUM
Page 13 of 22

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
FORMS, SHEET	DA MEMORANDUM LETTER SIZE	PACK	100	72	72	0	0	10
FORMS, SHEET	DA MEMORANDUM 5 X 8	PACK	100	20	20	0	0	5
FORMS, SHEET	NOTION BACK, WHITE (100/PACK)	PACK	100	9	9	0	0	5
FORMS, SHEET	MOTION BACK AGAINST (100/PACK)	PACK	100	11	11	0	0	2
FORMS, SHEET	MOTION BACKS BLUE, - R.T.J.	BOX	500	39	39	0	0	2
FORMS, SHEET	CERTIFICATION 180.80	PACK	150	115	115	0	0	7
FORMS, SHEET	N.Y. STATE SUPREME CT, SUB. DT	PACK	100	29	29	0	0	8
FORMS, SNAP	SUPERIOR COURT INFORMATION #1	CARTON	1250	0	0	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #2	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #3	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #4	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #5	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #6	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #7	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #8	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #9	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #10	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #11	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #12	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #13	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #14	CARTON	1250	1	1	0	0	1
FORMS, SNAP	SUPERIOR COURT INFORMATION #15	CARTON	1250	1	1	0	0	1
FORMS SNAP (RM C-10)	CLP SECTION 190.50 IN RM C10	PACK	100	88	88	0	0	5

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	ADDENDUM Page 14 of 22 FLORIDA POINT
FORMS, SNAP, FUN	REAL FORM FUN CITY	PACK	100	59	59	0	0	20
FORMS, SNAP, HERO	REAL FORM, HERO FACTORY(PK/100)	PACK	100	140	140	0	0	25
FORMS, SHEET	GRAND JURY SUBPOENA DUCES TECU	PACK	500	63	63	0	0	3
FORMS, SNAP	GJ SUBPOENA DUCES TACUM (MED)	PACK	250	103	103	0	0	10
FORMS, SNAP	CRIM. CT. SUBPOENA D.T.(MED)	PACK	100	76	76	0	0	15
FORMS, SNAP	CRIM. CT. SUBPOENA D.T.	PACK	500	3	3	0	0	5
FORMS, SNAP	GRAND JURY SUBPOENA (BX-16)	PACK	100	114	114	0	0	25
FORMS, SNAP	CRIMINAL COURT SUBPOENA(BX-12)	PACK	100	149	149	0	0	10
FORMS, SNAP	N.Y SUPREME COURT SUBPOENA (B	PACK	250	46	46	0	0	10
FORMS, SNAP	NOTICE & VOLUNTARY DISCLOSURE	PACK	100	4	4	0	0	1
FORMS, SNAP	NOTICE FOR WIT. TO TEST.(BX-14)	PACK	250	104	104	0	0	20
FORMS, SNAP	NOTICE TO APPEAR BLUE	PACK	250	33	33	0	0	20
FORMS, SNAP	NOTICE TO APPEAR AND PRODUCE B	PACK	250	271	271	0	0	20
FORMS, SNAP	NOTICE TO APPEAR+PRODUCE MED/P	PACK	250	83	83	0	0	10
FORMS, SNAP	RECORD, MRC10	PACK	100	18	18	0	0	10
FORMS, SNAP	RECORDS REQUISITION (NYSPI)	PACK	250	87	87	0	0	5
FORMS, SNAP	RELEASE OF INMATE NOT. TO VICT	PACK	100	22	22	0	0	5
FORMS, SNAP	SECOND VIOLENT FELONY INFO	PACK	150	200	200	0	0	20
FORMS, SNAP	PERSISTANT VIO. FEL. INFO	PACK	150	191	191	0	0	4
FORMS, SNAP	SECOND FELONY INFO	PACK	100	156	156	0	0	8
FORMS, SNAP	INDICTMENT BUREAU FORM	PACK	250	8	8	0	0	8
FORMS, SNAP	RELINQUISHMENT 11 X 8 1/2	PACK	50	22	22	0	0	1
FORMS, SNAP	MINUTE ORDER & BILLING FORM	PACK	100	30	30	0	0	50

ADDENDUM
Page 15 of 22

ITEM NAME

ITEM DESCRIPTION

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
FORMS, SNAP	CERTIFICATE OF DISPOSITION	PACK	250	136	136	0	0	25
FORMS, SNAP	CLIENT ACTION LETTER (CT/P A-2	PACK	100	164	164	0	0	10
FORMS, SNAP	VOLUNTARY DISCOVERY REPT CC	PACK	100	119	119	0	0	10
FORMS, SNAP	WITNESS INFORMATION B 1/2 X 14	PACK	250	14	14	0	0	4
FILM	POLAROID 600 / 779	PACK	20	6	6	0	0	40
GLOVES	CANVAS WORK GLOVES	PAIR	1	24	24	0	0	12
GLOVES	LATEX EXAMINATION GLOVES	BOX	1	58	58	0	0	10
GLUE	RUBBER CEMENT	BOTTLE	1	7	7	0	0	5
GLUE	GLUE STICK	EACH	1	33	33	0	0	12
HOLE PUNCH	3 HOLE PUNCH MACHINE 1/4"	EACH	1	1	1	0	0	4
HOLE PUNCH	2 HOLE PUNCH MACHINE	EA	1	2	2	0	0	1
INDEX CARDS	3 X 5 PLAIN WHITE (100/PK)	PACK	100	41	41	0	0	50
INDEX CARDS	3 X 5 RULED WHITE (100/PK)	PACK	100	14	14	0	0	50
INDEX CARDS	3 X 5 P. IN BLUE (100/PK)	PACK	100	16	16	0	0	10
INDEX CARDS	4 X 6 RULED WHITE (100/PK)	PACK	100	58	58	0	0	50
INDEX CARDS	4 X 6 PLAIN WHITE (100/PK)	PACK	100	218	218	0	0	100
INDEX CARDS	5 X 8 RULED WHITE (100/PACK)	PACK	100	433	433	0	0	20
INDEX CARDS	5 X 8 PLAIN WHITE (100/PACK)	PACK	100	72	72	0	0	24
INDEX CARDS	5 X 8 PLAIN SALMON (100/PACK)	PACK	100	2	2	0	0	1
INDEX CARD	8 1/2 X 11 PLAIN WHITE	PACK	1	18	18	0	0	10
INDEX CARD	8 1/2 X 11 PLAIN SALMON	PACK	1	253	253	0	0	10
INDEX CARD	8 1/2 X 11 PLAIN GREEN	PACK	1	10	10	0	0	10
INDEX CARD	8 1/2 X 11 PLAIN CANARY	PACK	1	0	0	0	0	10

MASTER INVENTORY REPORT

Legend: OHLM = Onhand Last Month OHTM = Onhand This Month

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
INDEX CARD	8 1/2 X 11 PLAIN BLUE	PACK	1	0	0	0	0	10
INDEX CARD	8 1/2 X 11 PLAIN CHERRY	PACK	1	0	0	0	0	10
INDEX CARD	8 1/2 X 11 PLAIN BUFF	PACK	1	0	0	0	0	10
INDEX CARD	8 1/2 X 11 PLAIN GRAY	PACK	1	0	0	0	0	10
INDEX DIVIDER	LOOSE LEAF, LETTER SIZE SHEET	SET	5	0	0	0	0	10
INDEX DIVIDER	W/PLASTIC TAB-LOOSELEAF SHEET	SET	5	252	252	0	0	24
INDEX GUIDES	A-2 CARDS 3 X 5	SET	25	22	22	0	0	10
INDEX GUIDES	A-2 CARDS 4 X 6	SET	25	373	373	0	0	10
INDEX TABS	2" PLASTIC TABS FOR FOLDERS	PACK	25	13	13	0	0	6
INDEX TABS	2"x1/3" PLASTIC SELF ADHESIVE	PACK	1	26	26	0	0	6
INDEX TABS	3 1/2" PLASTIC TABS FOR FOLDER	BOX	25	20	20	0	0	5
LABELS	BORDER LABELS, BLUE 1 1/2 X 3	PACK	1	134	134	0	0	50
LABELS	BORDER LABELS, RED 1 1/2 X 3 1	PACK	100	73	73	0	0	10
LABELS	BORDER LABELS, RED 1 3/4 X 4	PACK	100	63	63	0	0	50
LABELS	BORDER LABELS, BLUE 5 X 1 15/16	PACK	100	2	2	0	0	5
LABELS	BORDER LABELS, RED 5 X 1 15/16	PACK	100	1	1	0	0	10
LABELS	BORDER LABELS, GRN 3 1/2 X 7/16	EACH	1	200	200	0	0	1000
LABELS	LASER PRINTER LABELS, 1 X 2 5/8	BOX	1	5	5	0	0	2
LABELS	LASER PRINTER LABELS, 1 1/3 X 4	BOX	1	14	14	0	0	1
LABELS	LASER PRINTER LABELS 2 X 4	BOX	1	10	10	0	0	5
LABELS	LASER PRINTER LABELS, 3 1/3 X 4	BOX	1	8	8	0	0	2
LABELS	LASER PRINTER LABELS, #5266	PACK	1	13	13	0	0	5
LABELS	1X2 3/4" COPIER LABELS(M-5332)	BOX	1	0	0	0	0	1

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	ADDENDUM Page 17 of 22 REORDER POINT
MEMO HOLDER	HCLDR FOR POST-IT 3" X 3"	EACH	1	4	4	0	0	1
MEMO HOLDER	HCLDR FOR POST-IT 3" X 5"	EACH	1	14	14	0	0	5
MEMO HOLDER	HCLDR FOR POST-IT 4" X 6"	EACH	1	30	30	0	0	5
OPENER	OPENER FOR LETTERS	EACH	1	0	0	0	0	1
ORGANIZER RACK	DESK ORGANIZER RACK, 6 SECTION	EACH	1	7	7	0	0	5
PADS	ANALYSIS, 10-COLUMN	EACH	1	17	17	0	0	5
PADS	ANALYSIS, 14-COLUMN	EACH	1	11	11	0	0	5
PADS	MESSAGE, "WHILE YOU WERE OUT"	EACH	1	1673	1673	0	0	288
PADS	SELF-STICK, 1.5 X 2	EACH	1	2294	2294	0	0	120
PADS	SELF-STICK, YELLOW 3" X 3"	EACH	1	1801	1801	0	0	120
PADS	SELF-STICK, YELLOW 3 X 5	EACH	1	1145	1145	0	0	60
PADS	SCRATCH (WHITE MEMO) 4 X 6	EACH	1	1180	1180	0	0	100
PADS	"LEGAL PADS", WHITE	EACH	1	1112	1112	0	0	576
PADS	"LEGAL PADS", LETTER SIZE	EACH	1	56	56	0	0	144
MARKERS	DRY ERASE, COLORED	EACH	1	157	157	0	0	5
MARKERS	PERMANENT, BLUE LARGE	EACH	1	3247	3247	0	0	24
MARKERS	PERMANENT, BLACK LARGE	EACH	1	694	694	0	0	120
MARKERS	PERMANENT, RED LARGE	EACH	1	1071	1071	0	0	24
MARKERS	PERMANENT, GREEN LARGE	EACH	1	662	662	0	0	24
MARKERS	FEL TIP BLACK, STANDARD SIZE	EACH	1	4505	4505	0	0	576
MARKERS	FEL TIP BLUE, STANDARD SIZE	EACH	1	3756	3756	0	0	288
MARKERS	FEL TIP RED, STANDARD SIZE	EACH	1	1204	1204	0	0	144
MARKERS	FEL TIP GREEN, STANDARD SIZE	EACH	1	780	780	0	0	144

MASTER INVENTORY REPORT

Legend: OHLM = Onhand Last Month OHTM = Onhand This Month

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
MARKERS	HIGHLIGHTING, YELL W	EACH	1	366	366	0	0	72
MARKERS	HIGHLIGHTING, BLUE	EACH	1	3000	3000	0	0	72
MARKERS	HIGHLIGHTING, PINK	EACH	1	2059	2059	0	0	12
PENCIL	NO. 2 LEAD PENCIL, BLACK	EACH	1	4987	4987	0	0	288
PENCIL	COLOR'D INSOL., RED	EACH	1	19	19	0	0	10
PENCIL	COLOR'D INSOL., GREEN	EACH	1	43	43	0	0	20
PENCIL	COLOR'D INSOL., BLACK	EACH	1	4	4	0	0	1
PENCIL	CHIA MARKING, RED	DOZ	12	14	14	0	0	20
PENCIL	CHIA MARKER, BLACK	DOZ	12	29	29	0	0	1
PENS	BAL. POINT BLUE, NON-REFILABLE	EACH	1	1162	1162	0	0	288
PENS	BAL. POINT BLACK, NON-REFILABLE	EACH	1	3003	3003	0	0	576
PENS	BAL. POINT RED, NON-REFILABLE	EACH	1	5740	5740	0	0	288
PAPER-COMPLAINT RM	6 FRT COMPUTER PAPER / IRENE	CTN	1	8	8	0	0	1
PAPER	LOC-LEAF 8 1/2 X 11 (PK/100)	PACK	100	44	44	0	0	10
PAPER	BOND, RED RULED, 20LBS, LETTER	BOX	500	52	52	0	0	30
PAPER	BOND, STRATHMORE WHITE, 24LBS	PACK	500	20	20	0	0	30
PAPER	CARDON PAPER, BLACK	PACK	100	115	115	0	0	10
LEGAL SIZE PAPER	WHT VIRGIN LEGAL PAPER	CTN	1	1	1	0	0	1
LETTER SIZE PAPER	WHT VIRGIN PAPER LETTER	CTN	1	6	6	0	0	1
PAPER	XEROX RECYCLED LETTER WHITE	CARTON	1	253	253	0	0	50
PAPER	XEROX RECYCLED LEGAL WHITE	CARTON	1	130	130	0	0	15
PAPER	XEROX WHITE, 3-HOLE B 1/2 X 11	PACK	1	40	40	0	0	20
PAPER	XEROX WHITE, 20 LBS., 11 X 17	CARTON	5	3	3	0	0	5

ADDENDUM
Page 19 of 22

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
PAPER	XEROX BLUE 20 LBS LETTER	PACK	1	15	15	0	0	20
PAPER	XEROX PINK 20 LBS. LETTER	PACK	1	3	3	0	0	5
PAPER	XEROX BUFF 20 LBS. LETTER	PACK	1	70	70	0	0	1
PAPER	XEROX GREEN 20 LBS. LETTER	CARTON	10	0	0	0	0	5
PAPER	POSTERBOARD 22 X 28 (OAK TAG)	EACH	1	50	50	0	0	20
FAX PAPER	FAX PAPER ROLL, 8 1/2 X 328.1"	ROLL	1	126	126	0	0	24
LASER PRINTER	TONER: CARTRIDGES, EPS, HP	EACH	1	34	34	0	0	5
LASER PRINTER	H.P. LASER JET IV TONER 91A	EACH	1	8	8	0	0	5
LASER PRINTER	TONER: DRY IMAGER, XEROX 4045	BOX	4	6	6	0	0	2
LASER PRINTER	LEXMARK PRINTER CART. 1382150	EACH	1	15	15	0	0	3
LASER PRINTER	LEXMARK PRINTER CART 1382925	EACH	1	21	21	0	0	10
LASER TONER	5SI TONER CART 09A	EACH	1	5	5	0	0	4
LASER PRINT CART	HP PRINT CART 27X	EACH	1	6	6	0	0	10
LASER PRINTER	HP LASER JET 92298A	EACH	1	7	7	0	0	5
LASER PRINTER	HP LASER JET 92296A	EACH	1	12	12	0	0	2
LASER PRINTER	HP LASER JET 92206A	EACH	1	19	19	0	0	3
LASER PRINTER	HP LASER JET 92292A	EACH	1	7	7	0	0	2
LASER TONER 82X	LASER JET TONER	EACH	1	8	8	0	0	3
PUSH PINS	BULLETIN BOARD TACKS	PACK	25	9	9	0	0	5
THUMB TACKS	FLAT BULLETIN BOARD TACKS	BOX	1	37	37	0	0	10
RUBBER BANDS	NO:16 RUBBER BANDS	BOX	1	143	143	0	0	25
RUBBER BANDS	NO:19 RUBBER BANDS	BOX	1	366	366	0	0	25
RUBBER BANDS	NO:32 RUBBER BANDS	BOX	1	588	588	0	0	100

ADDENDUM
Page 20 of 22

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
RUBBER BANDS	NO. 64 RUBBER BANDS	BOX	1	13	13	0	0	25
RUBBER FINGERS	RUBBER FINGERS, CORR TIP MED.	EACH	1	6	6	0	0	1
RIBBON	IBM 210 CORRECTABLE CASSETTE	EACH	1	58	58	0	0	6
RIBBON	HP RUGGED-WRITER 480 PRINTER,	EACH	1	17	17	0	0	5
RIBBON	MEMORYWRITER 600'S CORRECTABLE	EACH	1	32	32	0	0	4
RIBBON	MEMORYWRITER, LIFT OFF TAPE	BOX	6	3	3	0	0	1
RIBBON	TIME CLOCK RECORDER ROLL RIB.	EACH	1	11	11	0	0	5
RIBBON	SELECTRIC 1 & 11 CORRECTABLE	EACH	1	14	14	0	0	6
RIBBON	IBM LIFT OFF TAPE	BOX	6	5	5	0	0	5
RIBBON	PRINTING CALCULATOR "C" WIND	EACH	1	83	83	0	0	50
RIBBON	CANON CALCULATOR P26-D/P36-D	DOZEN	1	102	102	0	0	12
RIBBON	EPSON PRINTER CARTRIDGE (1050)	EACH	1	25	25	0	0	5
RIBBON	DIABLO PRINTER RIBBON(52460N)	EACH	1	20	20	0	0	3
RULERS	12" RULERS	EACH	1	202	202	0	0	50
RULERS	15" RULERS	EACH	1	0	0	0	0	15
RULERS	18" RULERS	EACH	1	28	28	0	0	15
RULERS	24" RULERS	EACH	1	9	9	0	0	5
ROLODEX	VUE-FILE, CARD FILE BOX 2X4	EACH	1	13	13	0	0	5
ROLODEX CARD	2 5/8 X 4, C-24, WHITE	PACK	100	92	92	0	0	10
ROLODEX CARD	2 1/4X4 WHITE	PACK	100	17	17	0	0	10
SCISSORS	OFFICE SHEAR	EACH	1	91	91	0	0	24
SURGE PROTECTOR	16"MULTI-STRIP POWER EXTENTION	EACH	1	0	0	0	0	5
STAMP PAD	BLACK INK, NO. 1	EACH	1	82	82	0	0	50

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	REORDER POINT
STAMP PAD	RED INK, NO. 1	EACH	1	42	42	0	0	6
STAMP PAD	RED INK, NO. 3	EACH	1	0	0	0	0	1
STAMP PAD INK	BLACK INK	BOTTLE	1	17	17	0	0	2
STAMP PAD INK	RED INK	BOTTLE	1	48	48	0	0	25
SHEET PROTECTOR	CLEAR LETTER SIZE	BOX	1	0	0	0	0	10
STAPLE REMOVER	STAPLE REMOVER	EACH	1	36	36	0	0	36
STAPLES 5345/5355	XEROX CARTRIDGES 108R53	CARTRIDGE	1	13	13	0	0	5
STAPLER	MANUAL, STANDARD	EACH	1	178	178	0	0	75
STAPLER	MANUAL, HEAVY DUTY	EACH	1	0	0	0	0	5
STAPLES	FOR STANDARD STAPLERS	BOX	1	4153	4153	0	0	100
STAPLES	HEAVY DUTY 1/2"	BOX	1	36	36	0	0	2
STAPLES	HEAVY DUTY 1/4"	BOX	1	40	40	0	0	2
STAPLES	FC-100 5/16"	BOX	1	18	18	0	0	2
STAPLES	FC-100 1/4"	BOX	1	10	10	0	0	2
TAPE DISPENSER	HAND HELD, 1/2" TAPE DISPENSER	EACH	1	223	223	0	0	50
TAPE DISPENSER	HAND HELD, 3/4" TAPE DISPENSER	EACH	1	451	451	0	0	50
TAPE DISPENSER	HAND HELD BOX SEALING	EACH	1	0	0	0	0	5
TAPE DISPENSER	DESKTOP TAPE DISPENSER	EACH	1	807	807	0	0	50
TAPE	TRANSPARENT TAPE, 1/2" X 1296"	EACH	1	1365	1365	0	0	100
TAPE	TRANSPARENT TAPE, 1/2" X 1292"	ROLL	1	56	56	0	0	12
TAPE	TRANSPARENT TAPE, 3/4" X 2592"	ROLL	1	135	135	0	0	25
TAPE	TRANSPARENT TAPE, 3/4" X 1296"	ROLL	1	321	321	0	0	75
TAPE	MASKING TAPE, 3/4" X 60 YDS.	ROLL	1	21	21	0	0	5

ITEM NAME

ITEM DESCRIPTION

ITEM NAME	ITEM DESCRIPTION	UNIT	QTY/ UNIT	OHLM	OHTM	QTY. REC.	QTY. GIVEN	RECORDER POINT
TAPE	MASKING TAPE, 2" X 60 YDS.	ROLL	1	0	0	0	0	3
TAPE	ELECTRICAL TAPE, BLUE	ROLL	1	4	4	0	0	1
TAPE	ELECTRICAL TAPE, BLACK	ROLL	1	76	76	0	0	10
TAPE	BOX SEALING TAPE 2" X 55 YD.	ROLL	1	63	63	0	0	24
TAPE	DUCT TAPE	ROLL	1	2	2	0	0	2
TRAY	STACKING TRAY IN AND OUT TYPE	SET	1	3	3	0	0	5
TRAY	WIRE DESK TRAY LEGAL-5 1/2"	EACH	0	10	10	0	0	5
TWINE	JUTE TWINE	EACH	1	33	33	0	0	10
WASTE BASKETS	METAL ROUND 14" HIGH GRAY	EACH	1	14	14	0	0	6
WITE-OUT	CORRECTION FLUID, WHITE BOND	BTL	1	1881	1881	0	0	48
WITE-OUT	CORRECTION FLUID, THINNER	BTL	1	0	0	0	0	12
WITE-OUT	CORRECTION FLUID, BLUE	BTL	1	9	9	0	0	12
WITE-OUT	CORRECTION FLUID, LEDGER GREEN	BTL	1	72	72	0	0	12
WITE-OUT	CORRECTION FLUID, PEN & INK	BTL	1	24	24	0	0	12
WITE-OUT	CORRECTION FLUID, BUFF	BTL	1	12	12	0	0	6