

**Department New Request Form
Fiscal Year 2022**

Program	Central Services	Title of New Request:	Rank: 4
Department	Municipal Court	COVID-19 Safety supplies	
Request Category	New Request/Service/Feature		
Request Rating	Urgent		
Department Goal	Provide disposable masks for general public and court staff in all court areas		

1. How will request assist in achieving Department Goal and benefit the customer?

Court to purchase disposable face masks for voluntary use by members of the public coming into the confines of all court spaces. Court to purchase disposable face masks for voluntary use by court staff, judges, attorneys, and other agency representatives coming into the confines of all court spaces.

2. What specifically is needed to achieve this goal?

Purchase disposable face masks to make available for use within confines of court areas.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2022 Unfunded	FY 2022 Funded	Proposed FY 2023 Ongoing
Ongoing Expenses								
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
One-time Expenses								
1000.230.419000.210	Disposable face masks	7700	0.54	4,158		4,158	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
Expense Sub-Total				4,158		4,158		

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.334999.00	N ARPA eligible?	4,158	
Revenue Sub-Total		4,158	

4. What sort of data will be used to report results and outcomes of request?

	Requested/Proposed Funding Source	
	One-time	Ongoing
<i>Tax or Assessment</i>	-	-
<i>Non-tax</i>	4,158	-
<i>Fund Balance</i>	-	-
Total	4,158	