



## REQUEST FOR BOARD ACTION

ITEM NO. 11

**DATE OF MEETING:** May 2, 2016

**REQUESTED BY:** Kathy Brafford, Director, Finance Department  
Erik Harvey, Director, Information Technology Services

**SHORT TITLE:** Approval of a Purchase Order to Tyler Technologies for Forms & GoDocs in the amount of \$13,500.00.

**BACKGROUND:** In a continued effort to reduce the amount of paper printing, reduce costs associated with printing, and remain focused on becoming paperless, the Finance Department would like the capability to e-mail, fax, or electronically archive its forms. In addition, the Forms & GoDocs solution will save finance staff time and add significant convenience for re-printing or emailing, and eliminate the need for paper-based filing systems. This system will allow attachments to be password protected for additional security. Forms will also integrate with the County's Faxing System to further eliminate the need to print and manually fax.

**SPECIFIC ACTION REQUESTED:** To approve a Purchase Order to Tyler Technologies, Inc. for Forms & GoDocs in the amount of \$13,500.00. This expenditure has been budgeted in the FY 15-16 Budget Ordinance and will be taken from the following line item:

IT Contracted Services: 445-407400