



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION
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GREG BROCKMEYER
Director of Administration

Date: April 28, 2023
To: Personnel and Finance Committee
From: Greg Brockmeyer
Director
Subject: Donated Furniture

County Ordinance 7.14(10) requires the Personnel and Finance Committee to record proposed in-kind contributions valued at over \$300. The Department of Administration, Facilities Management requests that the committee record and approve a donation of furniture from Nelnet Inc. Nelnet is vacating their space and needs to dispose of several items of furniture. The list of furniture to be donated is included below and is valued at \$3,180.

Facilities Management would use the furniture to upgrade furnishings in several Department of Human Services buildings. Facilities Management will move the furniture to Northport from the Nelnet Inc. office.

Furniture to be donated:

- Bookcases – 8 total
- Base file cabinets – 22 total
- Lateral file cabinets – 10 total
- Sit/stand desks – 8 total
- Tables – 6 total
- Side chairs – 3 total