Function: Fiscal and Administrative Services

Agency: Revenue and Taxation

Program: Executive

EQUIPMENT/CAPITAL LISTING:	1		
Description	Quantity	Percentage of Use	Comments
Pager Rental	5	100%	
4 Drawer Filing Cabinet	12	100%	
5 Drawer Filing Cabinet	1	100%	
Calculator	6	100%	
Chairs	46	100%	
Computer	24	100%	
Conference Chairs	21	100%	
Conference Table	3	100%	
Desk	28	100%	
Executive Chair	3	100%	
Executive Desk	2	100%	
Fax Machine	1	100%	
Neopost Mailing Machine	1	100%	
Printer	9	100%	
Typewriter	4	100%	
Xerox Copier	2	100%	
Vehicle	4	100%	

SPACE REQUIREMENT	Total Program	l	Total Program Space	
(for Personnel and Equipment/Capital)	Space (Sq. Ft.)		Occupied (Sq. Ft.)	5,320
		Percent of Total		
Description	Square Feet	Program Space	Comme	ents
Personnel	3,820	100%		
Equipment/Capital	1,500	100%		

Function: Fiscal and Administrative Services

Agency: Revenue and Taxation
Program: Real Property Tax

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
Desk Top Computers	21	100%	
Word Processor	1	100%	
Computers Printers	3	100%	
IBM Typewriters	1	100%	
Desk Calculators	20	100%	
Office Chairs	30	100%	
Office Desks	27	100%	
2 Drawer Filing Cabinet	8	100%	
3 Drawer Filing Cabinet	2	100%	
4 Drawer Filing Cabinet	34	100%	
5 Drawer Filing Cabinet	13	100%	
Refrigerators	3	100%	
Computer Stand	3	100%	
Typewriter Stand	5	100%	
Printer Stand	1	100%	
Credenza	1	100%	
Xerox Copier	1	100%	
	_		

SPACE REQUIREMENT	Total Program	ı	Total Program Space	
(for Personnel and Equipment/Capital)	Space (Sq. Ft.)	1	Occupied (Sq. Ft.)	3,170
		Percent of Total		
Description	Square Feet	Program Space	Comme	ents
Personnel	2,170	100%		
Equipment/Capital	1,000	100%		

Function: Fiscal and Administrative Services

Agency: Revenue and Taxation Program: Taxpayer Service

EQUIPMENT/CAPITAL LISTING:	1		
Description	Quantity	Percentage of Use	Comments
2 Drawer Filing Cabinet	7	100%	
4 Drawer Filing Cabinet	15	100%	
5 Drawer Filing Cabinet	9	100%	
Calculators	24	100%	
Chairs	50	100%	
Computer	43	100%	
Desk	45	100%	
Folding Table	2	100%	
Printer	9	100%	
Refrigerator	1	100%	
Safe	1	100%	
Scanners	6	100%	
Shredder	1	100%	
Typewriter	1	100%	
Xerox Copier	1	100%	

SPACE REQUIREMENT	Total Program	1	Total Program Space	
(for Personnel and Equipment/Capital)	Space (Sq. Ft.)		Occupied (Sq. Ft.)	12,400
		Percent of Total		
Description	Square Feet	Program Space	Commo	ents
Personnel	8,900	100%		
Equipment/Capital	3,500	100%		

Function: Fiscal and Administrative Services

Agency: Revenue and Taxation Program: Tax Enforcement

EQUIPMENT/CAPITAL LISTING:	1		
Description	Quantity	Percentage of Use	Comments
2 Drawer Filing Cabinet	33	100%	
2 Drawer Safe	2	100%	
2 Drawer Stand	3	100%	
3 Drawer Filing Cabinet	19	100%	
3 Drawer Stand	4	100%	
4 Drawer Filing Cabinet	21	100%	
4 Drawer Safe	1	100%	
5 Drawer Filing Cabinet	22	100%	
9mm Pistols	6	100%	
Calculator	39	100%	
Chairs	92	100%	
Computer Stand	19	100%	
Computers	51	100%	
Conference Table	1	100%	
Desk	64	100%	
Xerox Copier	1	100%	
Folding chairs	40	100%	
Printer	6	100%	
Tables	29	100%	
Transcriber	1	100%	
Typewriter	2	100%	
Typewriter Stand	2	100%	
Ups	12	100%	
Word Processor	1	100%	

(for Dominary Lond Foreign and Conidation	Total Program		Total Program Space	0.250
(for Personnel and Equipment/Capital)	Space (Sq. Ft.)	Percent of Total	Occupied (Sq. Ft.)	9,350
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Description	Square Feet	Program Space	Comme	ents
Personnel	8,350	100%		
Equipment/Capital	1,000	100%		

Function: Fiscal and Administrative Services

Agency: Revenue and Taxation

Program: Regulatory

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
4 Drawer Filing Cabinet	32	100%	
5 Drawer Filing Cabinet	12	100%	
Calculator	5	100%	
Chairs	27	100%	
Computer	28	100%	
Desk	34	100%	
Polaroid Camera	1	100%	
Printer	6	100%	
Scanner	1	100%	
Typewriter	11	100%	
Typewriter Stand	2	100%	

SPACE REQUIREMENT	Total Program	1	Total Program Space	
(for Personnel and Equipment/Capital)	Space (Sq. Ft.)		Occupied (Sq. Ft.)	4,300
		Percent of Total		
Description	Square Feet	Program Space	Comme	ents
Personnel	3,300	100%		
Equipment/Capital	1,000	100%		

Function: Fiscal and Administrative Services

Agency: Revenue and Taxation

Program: Motor Vehicle

EQUIPMENT/CAPITAL LISTING:]		
Description	Quantity	Percentage of Use	Comments
Computers	22	100%	
Office Desk	7	100%	
Calculators	4	100%	
Printers	12	100%	
Office Chairs	24	100%	
Xerox Copier	1	100%	
Typewriter	3	100%	
Fax Machine	1	100%	
Shredder	1	100%	

SPACE REQUIREMENT	Total Program	1	Total Program Space	
(for Personnel and Equipment/Capital)	Space (Sq. Ft.)		Occupied (Sq. Ft.)	6,280
		Percent of Total		
Description	Square Feet	Program Space	Commo	ents
Personnel	5,280	100%		
Equipment/Capital	1,000	100%		

Function: Fiscal and Administrative Services

Agency: Revenue and Taxation

Program: Motor Carrier Safety Assistance Program

EQUIPMENT/CAPITAL LISTING:	1		
Description	Quantity	Percentage of Use	Comments
Computers	3	100%	
Office Desk	8	100%	
Chairs	8	100%	
Xerox Copier	1	100%	
Vehicles	3	100%	

SPACE REQUIREMENT	Total Program		Total Program Space	
(for Personnel and Equipment/Capital)	Space (Sq. Ft.)	1	Occupied (Sq. Ft.)	950
		Percent of Total		
Description	Square Feet	Program Space	Comments	
Personnel	500	100%		
Equipment/Capital	450	100%		