<u>Tablets for Select Board</u>: The FY 2015 Select Board budget will show a surplus of about \$3,000, and it is proposed that the office buy each Select Board member a tablet to aid in going paperless for meetings. The tablet would remain as Town property.

Currently, the Town pays its copier costs quarterly. Attached is the last four payments made to United Business Machines totaling \$2,497.04. Most of the copies produced in this machine are from the Town Administrator and Select Board offices.

During the fall, the copy machine was set up with department codes and the Town Administrator and Select Board has copied over 40,000 pages. If the Select Board members are equipped with tablets, this would greatly reduce the number of copies produced out of these offices.

The decision today, if the Select Board decides they would like to purchase a tablet, is what type of tablet would the Board like. Below are some options.

Apple iPad Air – 16GB \$379 and 32GB \$429 Samsung Galaxy - 16GB \$449.99 Toshiba Chromebook - \$264.49 Samsung Chromebook - \$249.99 HP Chromebook - \$259.99 Parameters: Include all Subnumbers for selected Vendor Post Date: Start: 03/01/2014

## Bills Payable Detail - Posted

Vendor: 1067 Subnumber: Vendor Name: UNITED BUSINESS MACHINES INC Paid to: UNITED BUSINESS MACHINES INC. 1029 NORTH RD; WESTFIELD, MA 01085 Invoice: 63701 Warrant: 42 PostDate: 04/04/2014 1099 Invoice Date: 03/26/2014 Block/Batch: 42/4 Bank: 1056353881 Payment Type: Check Voucher: Schedule: Payment: 12192 Open Single: Print: Ledger Account Number Account Name Amount 01-196-5245-000 Exp COPIER MAINTENANCE 617.34 Last Edited by: joan On: 04/02/2014 Total for Invoice 63701: 617.34 Comments: copier contract 12/28-3/28 Paid to: UNITED BUSINESS MACHINES INC 1029 NORTH RD; WESTFIELD, MA 01085 Invoice: 63892 Warrant: 48 PostDate: 05/16/2014 1099: Invoice Date: 04/30/2014 Block/Batch: 48/1 Bank: 1056353881 Payment Type: Check Voucher: Schedule: Payment: 12673 Open Single: Print: ✓ <u>Ledger</u> Account Number Account Name Amount Exp 01-210-5420-000 OFFICE SUPPLIES 105.00 Last Edited by: gail On: 05/09/2014 Total for Invoice 63892: 105.00 Comments: Toner Paid to: UNITED BUSINESS MACHINES INC 1029 NORTH RD; WESTFIELD, MA 01085 Invoice: 64039 Warrant: 54 PostDate: 06/27/2014 1099: Invoice Date: 05/22/2014 Block/Batch: 54/1 Bank: 1056353881 Payment Type: Check Voucher: Schedule: Payment: 13294 Single: Print: ✓ Ledger Account Number Account Name Amount Exp 01-210-5243-000 OFFICE EQUIP. MAINTENANCE/UPDATES 550.00 Last Edited by: gail On: 06/19/2014 Total for Invoice 64039: 550.00 Comments: Annual Maintenance Agreement Paid to: UNITED BUSINESS MACHINES INC. 1029 NORTH RD; WESTFIELD, MA 01085 Invoice: 64229 Warrant: 56 PostDate: 06/30/2014 1099: Invoice Date: 06/25/2014 Block/Batch: 56/1 Bank: 1056353881 Payment Type: Check Voucher: Schedule: Payment: 13475 Open Single: Print: Ledger Account Number Account Name Amount Exp 01-196-5245-000 COPIER MAINTENANCE 705.27 Last Edited by: gail On: 07/02/2014 Total for Invoice 64229: 705.27 Comments: Copier Maint 03/28/2014 to 06/28/2014 Paid to: UNITED BUSINESS MACHINES INC 1029 NORTH RD; WESTFIELD, MA 01085 Invoice: 64263 Warrant: 8 PostDate: 08/08/2014 1099: Invoice Date: 07/01/2014 Block/Batch: 8/1 Bank: 1056353881 Payment Type: Check Voucher: Schedule: Payment: 13849 Open Single:└ Print:☑ Ledger Account Number Account Name Amount Exp 01-192-5850-000 EQUIPMENT 173.86 Last Edited by: gail On: 08/01/2014 Total for Invoice 64263: 173.86 Comments:

End: 04/30/2015

Parameters: Include all Subnumbers for selected Vendor Post Date: Start: 03/01/2014 End: 04/30/2015

## Bills Payable Detail - Posted

Ledge	Vendor: 1067	,					<del></del>
Paid to: UNITED BUSINESS MACHINES INC	Subi	number: 1	Vendor Name:	UNITED BUSINESS MACHINES INC			
1999		Paid to: U	NITED BUSINESS MACHINE				
Invoice Date: 08/04/2014	Invoice:	10	029 NORTH RD; WESTFIELD	), MA 01085			
Invoice Date: 08/04/2014   Block/Batch: 10/1   Bank: 1056353881   Payment Type: Check   Payment: 14006   Cpen   Single:   Print: Ledger   Account Number   A	64411		Warrant: 10	PostDate: 08/22/2014	1000		
Voucher   Schedule:   Payment: 14005   Open   Single:   Print:	Invoice Date:	08/04/2014					
Ledger	Voucher:					Olmmin	Duint.
Exp	<u>Ledger</u>	Account Nu	• •	•	Open .	Single:∟	
Last Edited by: gai	Exp		<del></del>				
Comments:   Set up Scan and Print for Town Offices   Paid to: UNITED BUSINESS MACHINES INC	•	gail	On: 08/14/2014	TOTAL MANAGEMENT	Total for Invoice 64444		
Paid to: UNITED BUSINESS MACHINES INC     Invoice:	Comments: 5	Set up Scan			10tal 101 111401CE 64411:		247.90
Invoice   1029 NORTH RD; WESTFIELD, MA 01085				S INC			
B4626							
Invoice Date:   99/09/2014   Block/Batch: 14/2   Bank: 1056353881   Payment Type:   Check   Open   Single:   Print.					🗖		
Voucher   Schedule   Payment: 14322   Open   Single   Print:	_	00/00/2014					
Ledger   Account Number   Account Name   Single:   Print:   Prin		03/03/2014			_ * * * * * * * * * * * * * * * * * * *		
Exp		Account No			Open	Single:	Print:✓
Section   Staples   Staples   Paid to: UNITED BUSINESS MACHINES INC   Invoice   1029 NORTH RD; WESTFIELD, MA 01085	<del></del> ,						<u>Amoun</u>
Paid to: UNITED BUSINESS MACHINES INC				COPIER SUPPLIES			98.00
Paid to: UNITED BUSINESS MACHINES INC	_	_	On: 09/15/2014		Total for Invoice 64626:		98.00
Invoice			SITED DISCINECE MACHINE	0 NO			
Marrant: 40							
Invoice Date: 09/22/2014   Block/Batch: 40/3   Bank: 1056353881   Payment Type: Check		10		, IMA 01085			
Voucher:         Schedule:         Payment: 16897         Open         Single:         Print:           Ledger Exp         01-196-5245-000         COPIER MAINTENANCE         532.4           Last Edited by:         joan         On: 03/18/2015         Total for Invoice 64751:         532.4           Comments:         Copier Contact for town Hall         Paid to: UNITED BUSINESS MACHINES INC         Total for Invoice 64751:         532.4           Invoice:         1029 NORTH RD; WESTFIELD, MA 01085         PostDate: 10/17/2014         1099:□         Print: Note of the contact of				PostDate: 03/06/2015	1099: 🗌		
Ledger   Account Number   Account Name   Amount Name   Account		09/22/2014		Bank: 1056353881	Payment Type: Check		
Exp		8 ( 81		Payment: 16897	Open	Single:	Print: 🗸
Last Edited by: joan On: 03/18/2015 Total for Invoice 64751: 532.4  Comments: Copier Contact for town Hall  Paid to: UNITED BUSINESS MACHINES INC  Invoice: 1029 NORTH RD; WESTFIELD, MA 01085  64810 Warrant: 18 PostDate: 10/17/2014 1099:□  Invoice Date: 10/02/2014 Block/Batch: 18/1 Bank: 1056353881 Payment Type: Check  Voucher: Schedule: Payment: 14698 Open Single:□ Print: №  Ledger Account Number Account Name  Exp 01-196-5245-000 COPIER MAINTENANCE  Last Edited by: gail On: 10/09/2014 Total for Invoice 64810: 95.6  Comments: Service 07/04/2014 to 10/04/2014  Paid to: UNITED BUSINESS MACHINES INC  Invoice: 1029 NORTH RD; WESTFIELD, MA 01085  65208 Warrant: 28 PostDate: 12/26/2014 1099:□  Invoice Date: 12/15/2014 Block/Batch: 28/2 Bank: 1056353881 Payment Type: Check  Voucher: Schedule: Payment: 15696 Open Single:□ Print: №				Account Name	•		Amount
Paid to: UNITED BUSINESS MACHINES INC				COPIER MAINTENANCE			532. <b>5</b> 8
Paid to: UNITED BUSINESS MACHINES INC		•			Total for Invoice 64751:		532.58
Invoice: 1029 NORTH RD; WESTFIELD, MA 01085  64810							
Invoice Date: 10/02/2014   Block/Batch: 18/1   Bank: 1056353881   Payment Type: Check	+						,
Invoice Date: 10/02/2014   Block/Batch: 18/1   Bank: 1056353881   Payment Type: Check	Invoice:	103	29 NORTH RD; WESTFIELD,	, MA 01085			
Voucher:         Schedule:         Payment: 14698         Open         Single:         Print:           Ledger Account Number         Account Name         Amou           Exp         01-196-5245-000         COPIER MAINTENANCE         95.5           Last Edited by:         gail         On: 10/09/2014         Total for Invoice 64810:         95.5           Comments:         Service 07/04/2014 to 10/04/2014         Paid to: UNITED BUSINESS MACHINES INC         UNITED BUSINESS MACHINES INC         Invoice:         1029 NORTH RD; WESTFIELD, MA 01085           65208         Warrant: 28         PostDate: 12/26/2014         1099; □           Invoice Date: 12/15/2014         Block/Batch: 28/2         Bank: 1056353881         Payment Type: Check           Voucher:         Schedule:         Payment: 15696         Open         Single: □         Print: □	64810		Warrant: 18	PostDate: 10/17/2014	1099:		
Voucher:         Schedule:         Payment: 14698         Open         Single:         Print:         Print:           Ledger Account Number         Account Name         Account Name         Amou           Exp         01-196-5245-000         COPIER MAINTENANCE         95.6           Last Edited by:         gail         On: 10/09/2014         Total for Invoice 64810:         95.6           Comments:         Service 07/04/2014 to 10/04/2014         Paid to: UNITED BUSINESS MACHINES INC         United business Machines Inc         Invoice:         1029 NORTH RD; WESTFIELD, MA 01085           65208         Warrant: 28         PostDate: 12/26/2014         1099:□           Invoice Date: 12/15/2014         Block/Batch: 28/2         Bank: 1056353881         Payment Type: Check           Voucher:         Schedule:         Payment: 15696         Open         Single:□         Print: ✓	Invoice Date: 1	10/02/2014	Block/Batch: 18/1	Bank: 1056353881	Payment Type: Check		
Ledger Exp         Account Number         Account Name         Amount           Exp         01-196-5245-000         COPIER MAINTENANCE         95.5           Last Edited by: gail         On: 10/09/2014         Total for Invoice 64810:         95.5           Comments: Service 07/04/2014 to 10/04/2014         Paid to: UNITED BUSINESS MACHINES INC         UNITED BUSINESS MACHINES INC         Invoice: 1029 NORTH RD; WESTFIELD, MA 01085         1029 NORTH RD; WESTFIELD, MA 01085         1099; □         Invoice Date: 12/15/2014         1099; □         Payment Type: Check         Payment Type: Check         Payment Type: Check         Print: Voucher:         Print: Voucher: Payment: 15696         Open         Single: □         Print: Voucher: Print: Voucher: Payment: 15696         Print: Voucher: Payment: 15696         Open         Single: □         Print: Voucher: Payment: 15696         Open         Single: □         Print: Voucher: Payment: 15696         Open         Single: □         Print: Voucher: Voucher: Payment: 15696         Open         Single: □         Print: Voucher:	Voucher:		Schedule:	Payment: 14698		Single:	Print:
Exp 01-196-5245-000	<u>Ledger</u>	Account Nur	mber	Account Name		•	Amount
Last Edited by: gail       On: 10/09/2014       Total for Invoice 64810:       95.6         Comments:       Service 07/04/2014 to 10/04/2014       Paid to: UNITED BUSINESS MACHINES INC         Invoice:       1029 NORTH RD; WESTFIELD, MA 01085       Westfield, MA 01085         65208       Warrant: 28       PostDate: 12/26/2014       1099; □         Invoice Date: 12/15/2014       Block/Batch: 28/2       Bank: 1056353881       Payment Type: Check         Voucher:       Schedule:       Payment: 15696       Open       Single: □       Print: □	Exp	01-196-5245	5-000	COPIER MAINTENANCE			95.58
Paid to: UNITED BUSINESS MACHINES INC	Last Edited by:	gail	On: 10/09/2014		Total for Invoice 64810:		95.58
Invoice:       1029 NORTH RD; WESTFIELD, MA 01085         65208       Warrant: 28       PostDate: 12/26/2014       1099: □         Invoice Date: 12/15/2014       Block/Batch: 28/2       Bank: 1056353881       Payment Type: Check         Voucher:       Schedule:       Payment: 15696       Open       Single: □       Print: ▼	Comments: Se	ervice 07/04	/2014 to 10/04/2014				20.50
65208	P	Paid to: UN	ITED BUSINESS MACHINES	SINC			
Invoice Date: 12/15/2014 Block/Batch: 28/2 Bank: 1056353881 Payment Type: Check  Voucher: Payment: 15696 Open Single: □ Print: ▼	Invoice:	102	29 NORTH RD; WESTFIELD,	MA 01085			
Invoice Date: 12/15/2014 Block/Batch: 28/2 Bank: 1056353881 Payment Type: Check  Voucher: Payment: 15696 Open Single: Print: V	65208		Warrant: 28	PostDate: 12/26/2014	1000:		
Voucher: Schedule: Payment: 15696 Open Single: Print: ₩	Invoice Date: 1	2/15/2014					
Taymonii 10000 Open Single:□ Print: v	Voucher:					Single:	Duint.
Ledger Account Number Account Name Amount	<u>Ledger</u>	Account Nun		-	Open	əıngıe:∟	
Fxp 01-630-5850-000 FOUNDMENT BUDGLAGE				··-			Amount
Last Edited by: ipan	·		_	- 400 MENT TOROUNOL	Total for Invalor Caree		148.95
Comments: Service Call for Park & Rec					10tal 101 IIIVOICE 03208;		148.95

Parameters: Include all Subnumbers for selected Vendor Post Date: Start: 03/01/2014 End: 04/30/2015

## Bills Payable Detail - Posted

Vendor: 106	7	- <u></u>				
	number:	1 Vendor Name	: UNITED BUSINESS MACHINES INC			
Odk		JNITED BUSINESS MACHINI				
1		1029 NORTH RD; WESTFIEL				
Invoice:						
65238	1011-1001	Warrant: 28	PostDate: 12/26/2014	1099:Ш		
Invoice Date			Bank: 1056353881	Payment Type: Check	_	_
Voucher	-	Schedule:	Payment: 15696	Open	Single:	Print; <b>✓</b>
<u>Ledger</u> –	Account N	<del></del>	Account Name			<u>Amount</u>
Exp	01-196-52		COPIER MAINTENANCE			641.85
Last Edited by		On: 12/23/2014		Total for Invoice 65238:		641.85
Comments:		es Town Hall				
		JNITED BUSINESS MACHINE				
Invoice:	•	029 NORTH RD; WESTFIELI	D, MA 01085			
65404		Warrant: 34	PostDate: 02/06/2015	1099:		
Invoice Date:	01/20/2015	Block/Batch: 34/1	Bank: 1056353881	Payment Type: Check		
Voucher:	•	Schedule:	Payment: 16335	Open	Single:	Print:✓
<u>Ledger</u>	Account N	<u>umber</u>	Account Name			Amount
Exp	01-196-52	45-000	COPIER MAINTENANCE			93.44
Last Edited by:	jlapan	On: 01/30/2015		Total for Invoice 65404:		93.44
Comments:	Sharp Copie	er				•
	Paid to: (	INITED BUSINESS MACHINE	S INC	* <del></del>		
Invoice:	1	029 NORTH RD; WESTFIELD	D, MA 01085			
65857		Warrant: 44	PostDate: 04/17/2015	1099:		
Invoice Date:	04/02/2015	Block/Batch: 44/2	Bank: 1056353881	Payment Type: Check		
Voucher:		Schedule:	Payment: 17217	Open	Single:	Print: 🗸
Ledger	Account N	umber	Account Name	Орсп	Siligle.	Amount
Exp	01-196-52	·····	COPIER MAINTENANCE			183.31
Last Edited by:	jkangas	On: 04/13/2015		Total for Invoice 65857:		183.31
Comments:		3		TOTAL TOT HIVOICE USBSY.		103.37
			13 Invoice(s) fo	or Subnumber 1 totaling:		4,193.13
				1 Subnumber(s) totaling:		4,193.13