



**FOR IMMEDIATE RELEASE  
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### **DoxTek Brings Tighter Financial Control to the City of Trenton**

*PROVO, Utah* – DoxTek Inc., a Utah-based technology solutions provider, is working with the City of Trenton, Ohio, to develop and implement an application which uses electronic form processes for purchase requisitions within the city.

“When we came into contact with the City of Trenton, we first worked with their city staff to understand the process and their needs,” said David Taylor, senior systems analyst at DoxTek. “The program we installed helps them have tighter financial control.”

The system implemented in Trenton is a Cardiff application called LiquidOffice. Through LiquidOffice, authorized city employees from various departments can originate purchase requisition requests electronically. The system allows them to distribute the cost of each item among various accounts according to standard fund accounting procedures and notifies users if there are insufficient funds in a particular account.

The form is then routed electronically to receive necessary approvals, and all form data is exported to a server database, allowing users to track individual orders based on order date, purchase order number, or other information. Users can also produce reports summarizing spending for a particular vendor or item.

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“We have already found tighter control over the purchasing process and quicker approval rates leading to faster issuance of the actual purchase order,” said Tom Williams, City of Trenton treasurer. “The side benefit is the database the system is developing. This should be a great benefit for future purchase requests.”

Under the old system, the city used a traditional paper-based process that involved passing the form from office to office for various approvals. Purchase requisitions could take days or weeks to complete and were difficult to track. Often requests would get lost or misplaced and a duplicate request had to be issued.

Under the new system, users can instantly find the status of a request, including pending approvals. The entire process can be done in a matter of minutes, saving the city time and money.

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