

**COUNTY OF COMAL  
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: 2016

Dept: Human Resources

DATE OF REQUEST : 10/20/16

**FROM:**

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010-031-5460	Advertising, Notices & Printing	(2,000.00)
		(2,000.00)

**TO:**

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010-026-5408	Employee Recognition Program	2,000.00
		2,000.00

Justification for request:

Line-item transfer to cover employee recognition for the remainder of 2016.

Signed:   
Department Head

Signed:   
Jessie Rahe, Interim County Auditor  
(Certification of availability of funds in appropriate line items)

NOTE:  
IF THE REQUEST IS FOR ACTION OTHER THAN A LINE ITEM TRANSFER WITHIN THE REQUESTING DEPARTMENT'S BUDGET, THE DEPARTMENT HEAD SHALL SIGN THE CERTIFICATION BELOW:

I HAVE THOROUGHLY REVIEWED THE BALANCES IN THE VARIOUS LINE ITEMS IN THE DEPARTMENT BUDGET, COMPARED THESE WITH THE PROJECTED NEEDS FOR THE REMAINDER OF THE BUDGET YEAR, AND DO HEREBY CERTIFY THAT NO FUNDS ARE AVAILABLE WITHIN THE DEPARTMENT BUDGET TO MEET THE NEEDS AS DESCRIBED ABOVE.

Signed: \_\_\_\_\_  
Department Head