

COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT

BUDGET YEAR: 2017

Dept: *Tax Assessor-Collector*

DATE OF REQUEST 09/08/17

FROM:

| ACCOUNT NUMBER | DESCRIPTION: | AMOUNT: |
|----------------|------------------|------------|
| 010.012.5833 | Leased Equipment | (1,565.00) |
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TO:

| ACCOUNT NUMBER | DESCRIPTION: | AMOUNT: |
|----------------|--------------|----------|
| 010.012.5440 | Travel | 1,565.00 |
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Justification for request:
To provide funding to attend tax collections software conference.

Signed:
Cathy C. Talcott
Department Head
Cathy C. Talcott

Signed:
Jessie Rahe
Jessie Rahe, 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:
Cathy C. Talcott
Department Head