

**COUNTY OF COMAL  
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: 2018

Dept: *Administrative Costs, CCAL #2*

DATE OF REQUEST : 03/27/18

FROM:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010.042.5999

Contingency

(2,025.00)

TO:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010.007.5481

Recurring Contracts

1,500.00

010.007.5305

Copier Lease

525.00

(2,025.00)

2,025.00


**Justification for request:**

*To provide additional funds to cover the aiSmartBench maintenance provided by Mentis Technology Solutions, LLC and additional copier lease costs due to float period between old lease and new copier lease that was unanticipated.*

Signed:

  
Department Head

Signed:

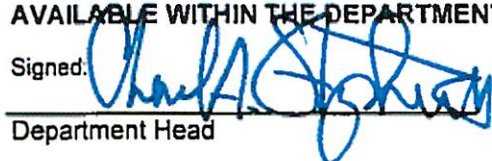
  
Jessie Rahe, County Auditor  
(Certification of availability of funds in appropriate line items)

**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:

  
Department Head