

**COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: 2018

Dept: *Elections*

DATE OF REQUEST **05/30/18**

FROM:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010.044.5624

Computer Components & Software

(800.00)

TO:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010.044.5305

Copier Lease & Maintenance

800.00

Justification for request:

To cover the additional costs for an upgraded copier.

Signed:

Sobbie Kepp

Department Head

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:

Sobbie Kepp

Department Head