

**COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: 2018

Dept: Administrative

DATE OF REQUEST : 05/31/18

FROM:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010.042.5996

Contingency - Capital and Non-capital Equipment

(2,550.00)

TO:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010.042.5616

Land

2,550.00

2,550.00

Justification for request:

Line item transfer to cover anticipated costs associated to the purchase of 30357, 30447 and 30467 Cougar Bend, Bulverde Texas 78163

Signed: _____

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: _____

Department Head