

**COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: 2018

Dept: Auditor/Purchasing

DATE OF REQUEST : 06/04/18

FROM:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.011.5614	Auditor - Non-capital equipment	(817.00)
010.011.5315	Auditor - Books and publications	(550.00)
		(1,367.00)

TO:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.040.5205	Purchasing - Office Supplies	363.00
010.040.5614	Purchasing - Non-capital Equipment	1,004.00
		1,367.00

Justification for request:

Line item transfer to provide funds for purchasing agent to purchase lighter laptop for her use and transfer her current laptop to Auditor's Office for use by the First Assistant Auditor

Signed: Ramon Womack
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