

**COUNTY OF COMAL  
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: 2018

Dept: Information Technology, Building Maintenance DATE OF REQUEST : 07/02/18

FROM:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010.016.5515

Pest Control Services

(2,116.00)

TO:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010.015.5614

Non-capital Equipment

2,116.00

2,116.00


Justification for request:

To transfer funds for the purchase of Dell Field Notebook for building maintenance.

Signed:

  
Department Head

Signed:

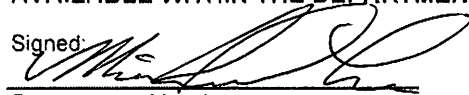
  
Jessie Rahe, County Auditor  
(Certification of availability of funds in appropriate line items)

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