

COUNTY OF COMAL  
REQUEST FOR BUDGET AMENDMENT

BUDGET YEAR: 2018

Dept: *Jury Fund*

DATE OF REQUEST : 08/09/18

FROM:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
081.082.5895	Other / Miscellaneous Costs	(1,000.00)
		(1,000.00)

TO:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
081.081.5215	Forms	1,000.00
		1,000.00

**Justification for request:**

*Line item transfer to provide additional funds for jury summons notices.*

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