

**COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: **2018**

Dept: *Jail*

DATE OF REQUEST : **10/24/18**

FROM:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.020.5330	Supplies	(4,700.00)
010.020.5360	Building/Facilities Maintenance	(5,281.00)
		(9,981.00)


TO:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.017.5478	Maintenance Agreements	\$4,700.00
010.017.5619	Capital Equipment	5,281.00
		9,981.00

Justification for request:

1. Pay renewing contract for PowerDetails software
2. Purchase Floor Maintenance Machine for Sheriff Office Facility

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