

COUNTY OF COMAL  
REQUEST FOR BUDGET AMENDMENT

BUDGET YEAR: 2017

Dept: *Department*

DATE OF REQUEST : 11/07/18

FROM:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010.025.5205

Office Supplies

6,000.00

010.025.5315

Books & Publications

3,600.00

010.025.5841

Training & Education

1,300.00

TO:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010.025.5614

Non-Capital Equipment

10,900.00

10,900.00

**Justification for request:**

*For purchase of laptop and Surface Pro computers, scanners, and desk budgeted in 2019.*

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