

**COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: 2019

Dept: *Information Technology*

DATE OF REQUEST : 03/04/19

FROM:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.015.5205	Office Supplies	(5,500.00)
010.015.5487	Hardware Maintenance & Support	(4,100.00)
010-015-5491	Software & Support	(30,000.00)
010-015-5491	Software & Support	(25,800.00)
		(65,400.00)


TO:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.015.5614	Non-capital Equipment	35,400.00
010-015-5619	Capital Equipment	30,000.00
		65,400.00

Justification for request:

To reclass funds to purchase miscellaneous IT items for other departments and purchase of replacement firewall for remote offices

Signed: _____
 2019-03-06
 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