

COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT

BUDGET YEAR: 2016

Dept: Human Resources

DATE OF REQUEST : 04/07/16

FROM:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

General Fund Reserves

(6,000.00)

TO:

ACCOUNT NUMBER

DESCRIPTION:

AMOUNT:

010-026-5416

Pre-employment Background Checks

6,000.00

6,000.00

Justification for request:

Amendment to increase line item for additional costs.

Signed:

Department Head

Signed:

David Renken, 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