

**COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: 2016

Dept: Purchasing

DATE OF REQUEST : 10/05/16

FROM:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.040.5315	Books & Publications	(500.00)
010.040.5481	Recurring Contracts	(500.00)
010.040.5230	Printer Maint. & Supplies	(550.00)
		(1,550.00)

TO:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.040.5440	Continuing Ed/Travel	1,550.00
		1,550.00

Justification for request:

Line-item to allow two buyers to attend in November the Texas Public Purchasing Association conference in Austin, Texas.

Signed:

Ramona Womack
Department Head

Signed:

Jessie Rahe
Jessie Rahe, Interim 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:

Ramona Womack
Department Head