

**COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: 2016

Dept: Treasurer

DATE OF REQUEST : 10/24/16

FROM:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.013.5315	Books & Publications	(15.00)
010.013.5445	Reimbursed Mileage	(140.00)
010.013.5205	Office Supplies	(240.00)
		(395.00)

TO:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.013.5420	Telephone Costs	15.00
010.013.5440	Continuing Ed/Travel	380.00
		395.00

Justification for request:

Line-item transfer to cover overages and additional costs for remainder of year.

Signed:


Department Head

Signed:


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:

Department Head