

**COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT**

BUDGET YEAR: 2016

Dept: Extension Services

DATE OF REQUEST : 11/01/16

FROM:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.027.5436	Travel, FCS Agent	(1,000.00)
010.027.5360	Building/Facilities Maintenance	(1,500.00)
		(2,500.00)

TO:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.027.5340	Demonstration Supplies	1,000.00
010.027.5614	Non-capital Equipment	1,500.00
		2,500.00

Justification for request:

Line-item transfer to cover overages and the purchase of a digital livestock scale.

Signed:

Sheppard
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

Department Head