COUNTY OF COMAL
REQUEST FOR BUDGET AMENDMENT

BUDGET YEAR: **2016** Dept: **District Clerk** DATE OF REQUEST **11/15/16**

FROM:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.006.5315	Books & Publications	(400.00)
010.006.5100	Overtime	(3,500.00)
		(3,900.00)

TO:

ACCOUNT NUMBER	DESCRIPTION:	AMOUNT:
010.006.5440	Continuing Education/Travel	2,101.00
010.006.5420	Telephone/Aircard	1,799.00
		3,900.00

Justification for request:

Line-item transfer to cover overages and additional items for the remainder of 2016.

Signed: Signed:

Department Head

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

DRAFT