Budget Amendment Request Form

For Budget Office Use Only
_____ Court _____ Non-Court
FY _____ Seq. No. _____
Approved by: Date:

Date of Request: **August 12, 2011**

From: 366th District Court/Melissa Andrews/4570
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: _____ New **x** Existing

Project Code to Receive Amendment: _____ New _____ Existing

TO Account Information:

Line Item Number	Line Item Description	Project Code	Amount
001-2540-440.49-10	**Education & Conference**		**$450.00**

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
001-2540-440.65-62	**Printed Materials**		**$450.00**

FROM Total: **$450.00**

Purpose for Request:

Please amend the above funds so that I can complete travel expenditure for Judge's travel in July for reimbursement to him and pay registration fees for up coming conference deadline is Sept. 1.

Elected Official / Department Head