

Budget Amendment Request Form

For Budget Office Use Only

Date of Request: August 23, 2011

From: Tax Office / Susan Jarzombek / 5043
(Department Name / Contact Name / Phone)

Court _____ Non-Court _____
FY _____ Seq. No. _____
Approved by: _____ Date: _____

Budget Account to Receive Budget Amendment: _____ New Existing

Project Code to Receive Amendment: _____ New _____ Existing _____

TO Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>001-3101-483-8902</u>	<u>Computer Equipment</u>		<u>\$8,000.00</u>

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>001-3101-483-5101</u>	<u>Office Supplies</u>		<u>\$8,000.00</u>

FROM Total:	\$8,000.00
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Purpose for Request:

The Tax Assessor Collector Office needs to replace ten (10) computers that are now over five (5) years old.

The Tax Assessor Collector Office had ordered ten (10) new hard drives, that we could use in an attempt to get more service from the ten (10) computers until there might be a better budget time. IT declined approval of the purchase indicating that the computers were not worth investing in the hard drives.

While the county policy is to replace computers under five (5) years old, funds are not available in the budget for replacement per IT.

Experience has shown that computers will have problems with the hard drives during the fifth year. If we do not replace these computers we will begin having serious problems in operating the office.

At this time, we believe that we can safely transfer \$8,000.00 from the Office Supply account to cover the replacement of these computers.



 Elected Official / Department Head