

Budget Amendment Request Form

For Budget Office Use Only	
<input type="checkbox"/> Court <input type="checkbox"/> Non-Court	
FY _____ Seq. No. _____	
Approved by: _____ Date: _____	

Date of Request: September 6, 2011

From: Permanent Improvement
(Department Name / Contact Name / Phone)

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>499-4116-561-91-29</u>	<u>Other Improvements</u>	<u>New</u>	<u>\$179,117.00</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TO Total:			\$179,117.00

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>499-4011-561-99-01</u>	<u>Program Contingency</u>	_____	<u>\$179,117.00</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
FROM Total:			\$179,117.00

Purpose for Request:

Construction of a booster pump station, ground storage tank, water well pump repair and yard piping at Myers Park. Please set up a Project Code for this.

Elected Official / Department Head

Richard Bryan

From: Lisa Bunch
Sent: Wednesday, September 07, 2011 7:37 AM
To: Richard Bryan
Cc: Julie Whitsell; Roxanne Ledbetter; Bill Burke; Michalyn Rains
Subject: Budget Amendment for M.P. Project
Attachments: 499 Pump Station - BUDGET AMENDMENT REQUEST FORM.xlsx

Richard,
Please see below for Bill Burk's approval of the attached Budget Amendment. Please reallocate the funds and issue and project code for this.
Facilities Maintenance will oversee this project, but since it is funded through PI (499) funds, Bill Burke will approve the requisitions.

Thank you,

Lisa Bunch
Collin County Construction & Projects
Office: 972-547-5333
FAX: 972-547-5385

From: Bill Burke
Sent: Tuesday, September 06, 2011 3:25 PM
To: Lisa Bunch
Cc: Julie Whitsell
Subject: RE:

I approve this budget amendment.

Bill Burke

From: Lisa Bunch
Sent: Tuesday, September 06, 2011 3:12 PM
To: Bill Burke
Cc: Julie Whitsell
Subject: FW:

Do you need to approve this budget amendment to move \$179,117. From Program Contingency to an account for the M.P. booster pump station, ground storage, water well pump repair and yard piping that Facilities is overseeing?

Lisa Bunch
Collin County Construction & Projects
Office: 972-547-5333
FAX: 972-547-5385

From: Julie Whitsell
Sent: Tuesday, September 06, 2011 11:41 AM
To: Lisa Bunch

Cc: Richard Bryan
Subject: FW:

Ms. Lisa.....I think this is something you will need to do. If not let me know.

Julie A. Whitsell
Office Administrator
Facilities Management

From: Richard Bryan
Sent: Tuesday, September 06, 2011 11:30 AM
To: Julie Whitsell
Cc: Bill Burke; Dan James
Subject: RE:

FYI,

We are going to need to do a Budget Amendment for this since we cannot pay out of Contingency Funds. The From account is 499-4011-561.99-01, and the TO account is 499-4116-561.91-29. We will also need to request a new project code for this.

Does the attachment look correct? I am just not sure on the contact info for this. Is this requested from facilities or Perm Impr?

Sorry about the confusion. I am not used to working on these projects.

Thanks

Richard Bryan
Financial Analyst
Budget & Finance
972-548-4610

From: Julie Whitsell
Sent: Tuesday, September 06, 2011 9:03 AM
To: Richard Bryan
Subject: RE:

Richard I was told Contingency Funds.

Julie A. Whitsell
Office Administrator
Facilities Management

From: Richard Bryan
Sent: Tuesday, September 06, 2011 9:01 AM
To: Julie Whitsell
Subject: RE:

Julie,

Not sure if you missed this part of my email.....

Also,

I have an agenda item 34516 for the Myers Park pump station. I need an account number for this so I can send it through. You put a dollar amount on the Fiscal Impact tab, but there is no account #.

Richard Bryan
Financial Analyst
Budget & Finance
972-548-4610

From: Julie Whitsell
Sent: Tuesday, September 06, 2011 8:53 AM
To: Richard Bryan
Subject: RE:

Yes, thank you.

Julie A. Whitsell
Office Administrator
Facilities Management

From: Richard Bryan
Sent: Tuesday, September 06, 2011 8:38 AM
To: Julie Whitsell
Subject: RE:

Julie,

I'm sorry I did not respond Friday. I was out on PTO and I guess my "Out of Office" for Outlook wasn't working.

Did this get answered for you?

Also,

I have an agenda item 34516 for the Myers Park pump station. I need an account number for this so I can send it through. You put a dollar amount on the Fiscal Impact tab, but there is no account #.

Thanks,
Richard

Richard Bryan
Financial Analyst
Budget & Finance
972-548-4610

From: Julie Whitsell
Sent: Friday, September 02, 2011 8:20 AM
To: Richard Bryan
Subject:

What is the most amount of money that can be moved without having to be submitted to Commissioners Court?

Julie A. Whitsell
Office Administrator
Facilities Management