

Budget Amendment Request Form

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

Date of Request: February 2, 2012

From: JP Shared/ Shannon Williams
(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>028-2401-444-89-02</u>	<u>Computer Equipment</u>	<u>NEW</u>	<u>\$2,616.00</u>
TO Total:			<u>\$2,616.00</u>

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>028-0000-251-00-00</u>	<u>JP Court Technology</u>		<u>\$2,616.00</u>
FROM Total:			<u>\$2,616.00</u>

Purpose for Request:

Laptop and Hardware for the JP Functional Analyst will be used for traveling to different precinct offices as well as after- hours updates and configuration with Odyssey. The software requested will be used to keep the website up to date as well as for creating training manuals and information publications. The quote includes a True Up (TU Yr 3) column which total \$373.98. The quote from Tech Depot for the software is \$713.74 and the quote for the laptop from CDW-G is \$1,527.97 which makes the total amount requested \$2,616.

Elected Official / Department Head