

Budget Amendment Request Form

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

Date of Request: February 26, 2013

From: CCL5/Twyla Caton/3850
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: _____ New Existing
 Project Code to Receive Amendment: _____ New _____ Existing *N/A*

TO Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<i>059</i> 050 -2052-442.49.10 (New)	EDUCATION AND CONFERENCE		\$550.00
TO Total:			\$550.00

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<i>059</i> 050 -2052-442.64.23	LAB SERVICES		\$550.00
FROM Total:			\$550.00

Purpose for Request:

The purpose of the request to move funds from Lab Services and add a section to the CCL5 – Drug Court Program Budget entitled Education and Conference to assist the probation officer with attendance at the National Association of Drug Court Professionals Conference. This training is geared towards high risk and specialized case loads. This conference is considered to have the most comprehensive and updated information on drug courts in the nation. It is important enough to send our probation officer that the Drug Court Team feels strong enough to commit Drug Court funds for the registration fee for the probation officer now and in future years.

Don K. Wilson

 Elected Official / Department Head