

## Budget Amendment Request Form

**For Budget Office Use Only**

Date of Request: May 16, 2014

From: IT / Tim Nolan / x4588  
(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   |
|--------------------|-------------------------|--------------|----------|
| 001-0619-414-87-04 | One-Time Budget Non-Cap |              | \$500.00 |
|                    |                         |              |          |
|                    |                         |              |          |
|                    |                         |              |          |
| TO Total:          |                         |              | \$500.00 |

**FROM Account Information:**

| Line Item Number   | Line Item Description | Project Code | Amount   |
|--------------------|-----------------------|--------------|----------|
| 001-0619-414-90-02 | Computer Equipment    | 706101       | \$500.00 |
|                    |                       |              |          |
|                    |                       |              |          |
|                    |                       |              |          |
| FROM Total:        |                       |              | \$500.00 |

**Purpose for Request:**

Purchase Photoshop Elements licenses for SharePoint 2013 branding and graphic design.

*Caron B. Shrivasth*  
 \_\_\_\_\_  
 Elected Official / Department Head