

Budget Amendment Request Form

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

Date of Request: June 3, 214

From: Construction & Planning / Bill Burke
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: ___ New X Existing

Project Code to Receive Amendment: ___ New NONE Existing

TO Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>499-4108-561.75-40</u>	<u>POST OFFICE HISTORY MUSEUM</u>	<u>NONE</u>	<u>\$370.00</u>

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>499-4104-561.90-62</u>	<u>MINIMUM SECURITY</u>	<u>T41005</u>	<u>\$370.00</u>

FROM Total:	\$370.00
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Purpose for Request (please detail out what specifically the increase is needed for):

Request to reallocate funds FROM: Completed PIP Project T41005, TO: PIP Project (no Project Code issued) to correct the drainage on the south side of the Post Office History Museum.
 Additional funding is requested for a change order to Concord Commercial P.O. 177220 in the amount of \$370.00. After removal of brick paving in the area to be raised a cavity was discovered, requiring the removal of an extra ten square feet of brick paving and additional material to fill-in, compact and level the area.

B. Burke

 Elected Official / Department Head