

Budget Amendment Request Form

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

Date of Request: August 25, 2014

From: County Court at Law 4
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: x New Existing

Project Code to Receive Amendment: New Existing

TO Account Information:

Line Item Number	Line Item Description	Project Code	Amount
001-2040-442.51-01	miscellaneous		\$1,415.92
TO Total:			\$1,415.92

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
001-2040-442.65.03	uniforms		\$1,075.00
001-2040-442.65-62.62	printed material		\$340.92
FROM Total:			\$1,415.92

Purpose for Request:

Both courtroom chair and office chair for Bailiff are too short when raised all the way up. They are shorter than the chairs purchased for the court administrator, clerk, and reporter. One Hon Nucleus Mesh Back Work Chair (Model HN1.A.H.IM.WP40.SB.T) for Bailiff in Courtroom--adjusts in height and width. (This is the same chair ordered for the Court Administrator and Clerk for County Court at Law 4 in the Courtroom in 2012.) One Hon Ignition Work Chair (Model HN1.A.H.IM.BE16.SB.T) with mesh back for Bailiff in Chambers--adjusts in height and width. (This is the same chair ordered in 2012 for the Court Administrator for County Court at Law 4 Chambers.) One Transaction Counter for Bailiff's Desk in Chambers - The Hon Company; Transaction Counter for 72" Desk; Woodgrain Laminate to match desk ordered in 2012.

Judge David Rippel

 Elected Official / Department Head