

Budget Amendment Request Form

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

Date of Request: July 13, 2015

From: Budget & Finance / Monika Arris / 4603
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: x New Existing

Project Code to Receive Amendment: x New Existing

TO Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>001-0820-443-87-04</u>	<u>One-time Budget Non Capital - CCL Clk</u>		<u>\$8,720.00</u>
TO Total:			<u>\$8,720.00</u>

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>001-1001-411.81-03</u>	<u>TIF Zone Participation</u>		<u>\$8,720.00</u>
FROM Total:			<u>\$8,720.00</u>

Purpose for Request:

Budget amendment to establish an expenditure budget for purchase of furniture and equipment needed for 1 County Clerk Staff mistakenly left off from from June 22, 2015 agenda item. Request to establish budget in FY 2015 in order to have time to order items and have them installed prior to Court start-up.

Furniture / Equipment	Quantity	Unit Cost	Total Cost	Comments
<u>County Court at Law Clerk</u>				
Personal Computer	1	\$850.00	\$850.00	
Standard Desk Phone	1	\$299.00	\$299.00	
Scanner	1	\$1,000.00	\$1,000.00	
Desk set-up (to include, file cabinet, partitions, electrical, etc)	1	\$5,000.00	\$5,000.00	66" cubical desks, file cabinets
Chair	1	\$275.00	\$275.00	HN1
Extra Monitor	1	\$175.00	\$175.00	
Adobe Acrobat Pro	1	\$421.00	\$421.00	
Microsoft Office	1	\$700.00	\$700.00	

Elected Official / Department Head