

## Budget Amendment Request Form

**For Budget Office Use Only**

Date of Request: September 17, 2015

From: Budget / Nathan Parras / 4649  
(Department Name / Contact Name / Phone)

<input type="checkbox"/> Court <input type="checkbox"/> 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
<u>001-0429-411.55-02</u>	<u>Postage</u>		<u>\$67,886.00</u>
TO Total:			<u>\$67,886.00</u>

**FROM Account Information:**

Line Item Number	Line Item Description	Project Code	Amount
<u>001-1001-411.88-01</u>	<u>Program Contingency</u>		<u>\$67,886.00</u>
FROM Total:			<u>\$67,886.00</u>

**Purpose for Request:**

Request for discussion and action regarding a budget amendment of \$67,886 from non-departmental to Support Services – Shared to cover remaining postage in FY 2015.

Support Services – Shared is used to cover postage, coffee, toner, paper etc. for the County. The reasons for requesting a budget amendment to cover funding for the remainder of FY 2015 are listed below:

1. An increase in the type and amount of toner requested by departments. As we continue to go through printer consolidation new printers are deployed to multiple departments during the year. An increase is requested due to the increase in price of toner and the need of departments to order supplies to have on hand to go with new printers. In many cases, the price of toner doubled from \$340 to \$700 - \$800 per cartridge.
2. Increase in the price of postage (increased by \$0.01 in FY2015) for standard postage. Parcels have also increased \$0.32 per 8 oz. shipment.

  
 Elected Official / Department Head