

Budget Amendment Request Form

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

Date of Request: January 11, 2016

From: Facilities/Dan James/5331
(Department Name / Contact Name / Phone)

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>001-6530-760.8001</u>	<u>Water/Trash Service</u>	<u>Y01000</u>	<u>\$9,600.00</u>

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>001-4019-560.8001</u>	<u>Water/Trash Service</u>		<u>\$9,600.00</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FROM Total:	\$9,600.00
-------------	-------------------

Purpose for Request:

Funds totaling \$9,600 are needed to pay a water bill for ParkHill Prairie. The total amount of the water bill is \$9,587.69 which is for a period of two billing cycles. The high water bill is due to a water leak. Hickory Creek personnel turned the water off upon discovery of the water leak on November 20, 2015.

Elected Official / Department Head