

Budget Amendment Request Form

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

Date of Request: August 9, 2016

From: Budget/Jessica Shaw Ext. 4672
(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>001-0429-411.55-02</u>	<u>Postage</u>		<u>\$150,000.00</u>
TO Total:			\$150,000.00

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>001-1001-411.87-01</u>	<u>Miscellaneous</u>		<u>\$150,000.00</u>
FROM Total:			\$150,000.00

Purpose for Request:

Budget Amendment needed to cover Postage County Wide for the remainder of FY 2016. Main contributors to the overage are an increased need for Elections Mailings as well as changes by the State Department in the requirements for passport mailings.

Elected Official / Department Head