



COLLIN COUNTY

Human Resources
2300 Bloomdale Road
Suite 4117
McKinney, Texas 75071
www.collincountytx.gov

DATE: January 13, 2020
FROM: Cynthia Jacobson, Director of Human Resources
TO: Commissioners Court
SUBJECT: Budget Amendment

Facilities recently completed a Permanent Improvement Project in the Human Resources office. This allows for additional cubicles in the office. For FY 2020, Commissioners court approved the purchase of one cubicle. The area where this cubicle is to be placed is designed to hold two cubicles.

In order to keep a functional work group together, we would like to order two cubicles at this time. Funds were budgeted for one cubicle. To facilitate the second cubicle, I respectfully request budget amendments totaling \$5,535.29 moved from various HR accounts to cover this purchase. The amounts requested are as follows:

MOVE FROM

Acct Name	Acct Number	Move amt
In House Trn Shared	0001-03009-0009-41-20-0000-604920	\$2,500.00
Library Shared	0001-03009-0009-41-30-0000-626558	\$1,000.00
Dues & Sub Admin	0001-03001-0001-41-30-0000-615510	\$2,035.29
		<u>\$5,535.29</u>

MOVE TO

Acct Number
0001-03001-0001-41-40-0000-809001
0001-03001-0001-41-40-0000-809001
0001-03001-0001-41-40-0000-809001

Thank you for your consideration.