

Budget Amendment Request Form

For Budget Office Use Only

Date of Request: March 12, 2013

From: Records / Tim Nolan / 972.548.4588
(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>001-0630-411.49-10</u>	<u>Education & Conference</u>	_____	<u>\$1,100.00</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TO Total:			\$1,100.00

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>001-0630-411.64-06</u>	<u>Microfilm Services</u>	_____	<u>\$1,100.00</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
FROM Total:			\$1,100.00

Purpose for Request:

The Records Manager is required to be a Certified Records Manager (CRM) within 24 months of hire. One must pass a six (6) exam in order to acheive a CRM. Certified Records Management Exam parts I-VI - May 2013. This amendment will also fund the remain ARMA Dallas Chapter meetings through September 2013.

_____ Elected Official / Department Head