

Budget Amendment Request Form

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

Date of Request: March 13, 2013

From: Information Technology/Michael Malak/4537
(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>028-2401-444.89-02</u>	<u>Computer Equipment</u>	<u>u24004</u>	<u>\$7,200.00</u>
<u>028-2401-444.90-04</u>	<u>Software Maintenance</u>	<u>u24005</u>	<u>\$13,042.00</u>
TO Total:			\$20,242.00

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>028-2401-444.80-11</u>	<u>Phone/Media Service</u>		<u>\$7,200.00</u>
<u>028-2401-444.89-04</u>	<u>Fax Equipment/Software Maintenance</u>	<u>u24005</u>	<u>\$13,042.00</u>
FROM Total:			\$20,242.00

Purpose for Request:

eCitations Project was approved in Court in 2012. During the 2012 to 2013 Budget carry-forward, \$3,930.81 was somehow missed and was not carried forward. Moving the funds with this Budget Amendment within the same approved project will still allow for the remainder of the project to be completed with existing previously approved funds.

Elected Official / Department Head