

## Budget Amendment Request Form

For Budget Office Use Only

Date of Request: May 09, 2013

|                                |                |
|--------------------------------|----------------|
| Court                          | Non-Court      |
| FY _____                       | Seq. No. _____ |
| Approved by: _____ Date: _____ |                |

From: Tax Office / Susan Jarzombek / 5043  
(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>001-3101-483-4910</u> | <u>Education &amp; Conference</u> |              | <u>\$5,200.00</u> |

**FROM Account Information:**

| Line Item Number         | Line Item Description  | Project Code | Amount            |
|--------------------------|------------------------|--------------|-------------------|
| <u>001-3101-483-5101</u> | <u>Office Supplies</u> |              | <u>\$5,200.00</u> |
|                          |                        |              |                   |
|                          |                        |              |                   |

|             |                   |
|-------------|-------------------|
| FROM Total: | <b>\$5,200.00</b> |
|-------------|-------------------|

**Purpose for Request:**

Travel Advances for the Tax Office employees to attend the 74th Annual TAAO & ICTA (TAAO) Conference that is scheduled for August 24 - 28, 2013 in Lost Pines, Texas and the Texas Association of Counties (TAC) 2013 Legislative Conference that is scheduled for August 28 - 30, 2013 in Austin, Texas.

  
 \_\_\_\_\_  
 Elected Official / Department Head