

Budget Amendment Request Form

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

Date of Request: September 9, 2013

From: Facilities/Dan James/5331
(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>001-4019-560-7121</u>	<u>Janitorial Supplies</u>		<u>\$20,000.00</u>

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>001-4019-560-7402</u>	<u>Cleaning Service</u>		<u>\$20,000.00</u>

FROM Total:	\$20,000.00
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Purpose for Request:

Funds needed for issuing inventory and non-inventory janitorial supplies for the remainder of FY2013.

Elected Official / Department Head