

Budget Amendment Request Form

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

Date of Request: November 8, 2013

From: Derek Baker, CPS Board Treasurer
(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>640-8410-723.49-10</u>	<u>Employee Education & Conference</u>		<u>\$950.00</u>

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>640-8410-723.65-86</u>	<u>Clothing</u>		<u>\$950.00</u>

FROM Total:	\$950.00
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Purpose for Request:

Transferring excess funds in clothing budget to cover pending expenditures in Employee Education and Conference budget for several staff conferences.

Derek Baker, CPS TREASURER
 Elected Official / Department Head