

Budget Amendment Request Form

For Budget Office Use Only

Date of Request: August 4, 2015

From: JP1- Judge Raleeh/4128
(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:

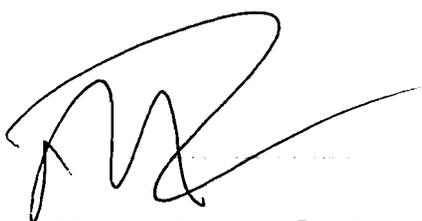
Line Item Number	Line Item Description	Project Code	Amount
001-2410-444-49-10	Education and Conference		\$1,100.00
TO Total:			\$1,100.00

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
001-2410-444-5101	Office Supplies		\$1,100.00
FROM Total:			\$1,100.00

Purpose for Request:

At the time of preparing the 2015 budget the training and conferences were still to be determined and we were unaware of the cost. We were also unaware of when using the procurement cards that the amounts were not pre-encumbered. When the last school of the year was prepared, the account had the funds balance available. We have funds available to transfer so that this account will not enter into the negative amount.



 Elected Official / Department Head