

Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. Categories consist of Personnel, Capital Equipment and Operational Expense. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Kate Norris
 Department Library
 Budget Category Operational
 Date Submitted 7/8/2024


 Signature

If Personnel Accounts, Approval from Human Resources Director is required.

 Signature & Date

Reason for Increase:

The Library received a \$2500 donation from the Friends of the Foley Library to purchase a 3-D Printer, Supplies and other technology

Amounts of Funds Needed	Account Number & Name
<u>\$2,500</u>	<u>Revenue Account #100-5020-4561</u>
<u>\$2,500</u>	<u>Small Tools #100-5020-6053</u>
_____	_____
_____	_____

Approval by City Administrator 
 Signature _____ Date 7/8/24

Approval by Council President
 Signature _____ Date _____

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

******* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN LEGISTAR *******