

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 Chief Thurston Bullock
Department Police
Budget Category Operational

Date Submitted 2-Jul

Thurston Bullock
Signature

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

Signature & Date

Reason for Increase:

Use of unbudgeted donation money to purchase equipment for K9 Unit dog

Amounts of Funds Needed	Account Number & Name
\$ <u>1,000.00</u>	<u>100-2010-6145 (K9 Expense)</u>
\$ <u>(1,000.00)</u>	<u>100-2010-4651 (Donation Revenue)</u>
_____	_____
_____	_____

Approval by City Administrator

Signature

Date

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 *****

Foley Police Department
Purchase Request & Issue Form

To be completed by Officers Supervisor making Request for Purchase or Issue of Equipment

Person Making Request SGT LIZARRAGA Date 06/06/2021 Division K9 Duties

Items Needed IMPACT DOG CRATE (40X40 WIDE/TALL)

(MY DOG HAS CHEWED THROUGH EVERY KENNEL AND I NEED ONE HE CAN'T)

Reason for Request K9 DUTIES Supervisor, _____

To be completed by Equipment/Supply Officer Only Date Received _____ Initials _____

Vendor IMPACT

Address _____ City _____ State _____ Zip _____

Phone 208-9080118 Contact Person _____ Fax _____

Items Needed	Quantity	Cost Each	Total Cost
<u>IMPACT DOG CRATE</u>	<u>1</u>	<u>\$ 899.10</u>	<u>\$ 899.10</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Sub-Total \$ 899.10
Shipping \$ 50.00
Total Costs \$ 949.10

☒ Approved ☐ Denied

Division Supervisor _____

Administrative Use Only ☐ \$1.00 - \$249.99 ☐ Over \$250.00 Account Number _____

Current Account Balance _____ Division _____

☐ Approved ☐ Denied Chief of Staff: _____

☐ Approved ☐ Denied Chief of Police: _____

☐ City Purchase order Completed Date Sent to City Hall _____

Purchase Order Number: _____ Date Received: _____

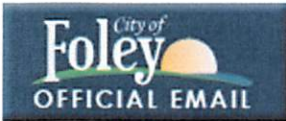
To be completed by Equipment & Supply Officer after receiving approval to purchase Date Received _____

Date Ordered _____ Ordered by _____ Date Received _____ Initials _____

Issued to _____ Date _____ Signature _____

Issued By _____

Comments _____



Lisa Meredith <lmeredith@foleypolice.org>

*Quote***Invoice #D36865**

1 message

Impact Sales <sales@impactdogcrates.com>

Wed, Jun 30, 2021 at 12:23 PM

To: lmeredith@foleypolice.org



INVOICE #D36865

Complete your purchase

[Click here to download a PDF of your Invoice](#)[Complete your purchase](#)or [Visit our store](#)

Order summary



Collapsible Dog Crate - 40" length (wide + tall) /
Gray × 1

\$999.00

\$899.10

POLICE (-\$99.90)



Vinyl Pad - For Stationary and Collapsible Crates - Gray /
40" length (wide + tall) (stationary & collapsible) × 1

\$100.00

Free

(-\$100.00)

Subtotal **\$899.10**

Shipping **\$50.00**

Taxes **\$0.00**

Total

\$949.10 USD

You saved \$199.90

Customer information

Shipping address

Foley Police Department
200 East Section Avenue
Foley AL 36535
United States

Billing address

Foley Police Department
200 East Section Avenue
Foley AL 36535
United States

Shipping method

Discounted Flat Rate
\$50.00

If you have any questions, reply to this email or contact us at help@impactdogcrates.com