

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. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds.

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 John A. Jackson
Department Library
Budget Category Capital

Date Submitted 12/19/2022

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

Signature & Date

Reason for Increase:

Purchase of A/C unit for west wing of library

\$14,000.00 is already in account # 400-5020-5102 but will need an addition \$13,582.00 to complete purchase

Amounts of Funds Needed	Account Number & Name
\$ <u>27,582.00</u>	<u>400-5020-5102 (Library HVAC Replacement)</u>
\$ _____	_____
\$ _____	_____

Approval by City Administrator

Michael R. Payne
Signature

12/19/22
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 *******