

## Request to Increase Capital Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of capital 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. 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	<u>John Jackson</u>	
Department	<u>Library</u>	Signature
Budget Category		
Date Submitted	<u>25-Oct</u>	

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

\_\_\_\_\_  
Signature & Date

### Reason for Increase:

Need increase to join the Sister Cities International Program

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amounts of Funds Needed	Account Number & Name
<u>\$440.00</u>	<u>100-1011-6052 Public Relations</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 \*\*\*\*\***