Request to Increase Departmental Budget Dollars

Instructions:

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. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

=	to the City Administrator and Council Presider esting the Mayor and Council to amend the bu	
Department Head		
Department		Signature
Budget Category		_
Date Submitted		-
If Personnel Accounts, Approval fi	rom Human Resources Director is required.	
Reason for Increase:		Signature & Date
Amounts of Funds Needed	Account Number & Name	
		- -
		- -
Approval by City Administrator		
	Signature	Date
Approval by Council President		
	Signature	Date
Budget Adjustment Posted:	Finance Department Use Only:	
Resolution #	Signature	Date
π	Signature	Date

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