

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	Chad Christian	
Department	Engineering	Signature
Budget Category	Capital	

Date Submitted 3-Mar

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

Signature

Reason for Increase:

Signature & Date

Amounts of Funds Needed

Account Number & Name

§ 44,960.11 400-3020-6197 A13 PH VIII Annual Resurfacing

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 *****