


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 Thurston Bullock 
Department Police Department Signature
Budget Category Capital
Date Submitted 22-Nov

If Personnel Accounts, Approval from Human Resources Director is required. _____
Signature & Date

Reason for Increase:

Initial Quotes show the price per vehicle has increased, thus the need to increase the capital purchase budget by \$19,374.50

Amounts of Funds Needed	Account Number & Name
<u>\$19,374.50</u>	<u>Capital Purchase Account 100-2010-5100</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 *******