

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 Chief David Wilson
Department Foley Police Department
Budget Category Small Tools

Date Submitted 10/17/2018

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

Signature & Date

Reason for Increase:

Received a \$1000.00 grant award from Walmart Foundation . We will be using the small tools account to purchase training equipment.

Amounts of Funds Needed	Account Number & Name
<u>\$ 1000.00</u>	<u>100-2010-6053 -Small tools</u>
<u>\$ 1000.00</u>	<u>100-2010-4120 - Walmart Foundation</u>
<u>\$</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 *******