

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 *David W. Wilson*
Department *Police*
Budget Category *other*

Date Submitted *8-1-17*

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

Signature & Date

Reason for Increase:

Window Tint Jail *Using restricted*
Booking Counter *Jail Funds*

Amounts of Funds Needed	Account Number & Name
\$ <i>1,215.00</i>	<i>17-608-4010</i>
\$ <i>1,875.00</i>	<i>17-608-4010</i>
\$ <i>3,090.00</i>	

Approval by City Administrator

	<i>[Signature]</i>	8/2/17
	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 *****		