

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 Bonnie Donaldson
Department Museum Depot
Budget Category Capital Purchase

Date Submitted 11/13/2017

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

Signature & Date

Reason for Increase:

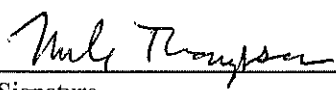
To purchase a new trackless train for the Museum Depot.

\$26,700 from the Depot Checking Account

\$17,800 from the Operating Account.

Amounts of Funds Needed	Account Number & Name
\$ <u>44,500.00</u>	<u>623-7010 Capital Purchase</u>
\$ _____	_____
\$ _____	_____

Approval by City Administrator


Signature

11/13/17
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 *****