

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. 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

John Jackson

Department

Library

Budget Category

Operating

Signature

Date Submitted

11/6/20

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

Signature & Date

Reason for Increase:

LSTA Grant Award \$15,000 with \$3,750 in required matching funds to purchase large format scanner.

Amounts of Funds Needed	Account Number & Name
\$15,000	201-5021-4100 LSTA Grant Revenue
\$18,750	201-5021-6190 LSTA Grant Expense

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 *****