

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	<u>Gary Schrader</u>	<u></u>
Department	<u>IT</u>	Signature
Budget Category	<u>Capital</u>	
Date Submitted	<u></u>	

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

Signature & Date

Reason for Increase:

Sales Tax Collection Module needs to be purchased to move forward with self-collections of tax.

Amounts of Funds Needed	Account Number & Name
<u>\$ 33,125.00</u>	<u>100-1040-5100 Capital Purchase</u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

Approval by City Administrator

<u></u>	<u></u>
Signature	Date

Approval by Council President

<u></u>	<u></u>
Signature	Date

Finance Department Use Only:

Budget Adjustment Posted:

<u></u>	<u></u>	<u></u>
Resolution #	Signature	Date

******* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN LEGISTAR *******