

**ORDINANCE/RESOLUTION REQUEST DATA SHEET**

**This data sheet must be completed in full. Attach any additional information or sheets.**

**DEPARTMENT NAME: Capital Projects Fund DEPT. NO. 0200 FUND NO. 4000**

**DATE OF THIS REQUEST: September 8, 2016 Sponsored by: Tom Allen**

**INDICATE TYPE(S) OF REQUEST:**

- A. Transfer of funds between categories in this department and fund
- B. Appropriate additional monies to this department/fund from unappropriated monies in that fund
- C. Transfer of funds from one fund to another fund
- D. Create a new expenditure department or line item
- E. Salaries for added personnel or upgrade of personnel through JESAP
- F. Other, i.e. **Resolution** etc.

**GIVE A FULL AND COMPLETE EXPLANATION AND PURPOSE OF THIS REQUEST:** (This information will be used to draft an Ordinance/Resolution to be submitted for consideration by the Quorum Court)

**This request is a 2016 budget request to appropriate additional funds for the Spanker Creek Bridge Grant through US Department of Commerce-EDA.**

**APPROPRIATE REVENUE:**

Account Title

**TRANSFER OF FUNDS:**

Account Title

Account Title

AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____	_____	<a href="#">See Attached</a>
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____	_____	_____
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____	_____	_____
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____	_____	_____
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____	_____	_____

**APPROPRIATE ADDITIONAL FUNDS:**

Account Title

ACCT NO. _____	AMOUNT _____	<a href="#">See Attached</a>
ACCT NO. _____	AMOUNT _____	_____

**TRANSFER OF FUNDS: (From one Fund to Another Fund):**

Fund No. \_\_\_\_\_ to Fund No. \_\_\_\_\_ Amount: \_\_\_\_\_ Acct No. \_\_\_\_\_

**ADD PERSONNEL TO THE SAME JOB DESCRIPTION or create new job: From Personnel**

Committee/JESAP action

No. Added or New Job

Job Title

\_\_\_\_\_  
\_\_\_\_\_

**SIGNED: BY BRENDA GUENTHER FOR TOM ALLEN** (Elected Official/Department Head)

**For Office Use Only:**

**Date Received:** \_\_\_\_\_ **Date submitted to Committee of the Whole:** \_\_\_\_\_

**Committee meeting date at which this request will be considered:** \_\_\_\_\_

**Committee action:** \_\_\_\_\_ **Do Pass (forward to Quorum Court for consideration)**  
\_\_\_\_\_ **Review on \_\_\_\_\_ date**

