BUDGET ADJUSTMENT AUTHORIZATION

Unit	Department	Division	Serial Number
CITY	**Administrative Services - Telecomm**	**Technical Support/Maintenance**	**12-009**

Type of Transaction

- ☐ Revenue Estimate
  - ☐ Estimate Increase
  - ☐ Estimate Decrease
- ☒ Source
  - ☒ From Existing Budget Appropriations
  - ☐ From Donations, Fees, or Grants
  - ☐ From Unappropriated Fund Balance

- ☒ Expenditure Appropriation
  - ☐ Intra-Departmental Transfer
  - ☒ Inter-Departmental Transfer
  - ☐ Project-To-Project Transfer
  - ☐ Appropriation Increase
  - ☐ Appropriation Decrease

Reason for Request:

To allocate additional funds for the phone system upgrade, as recommended to City Council at their February 7, 2012 meeting.

Unit	Account	Name	Fund	Organization	Program	Project/Grant	Increase	Decrease
CITY	**590800**	**Fixed Asset – Other Equipment**	**101**	**14500**	**51020**	**-**	**$18,000**	**-**
CITY	**540800**	**General Fund - Contingency**	**101**	**90000**	**50240**	**-**	**-**	**$18,000**
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Department Authorization:

Department Director _____ Date _____

Budget Verification:

The above information has been reviewed, is complete and accurate, and the appropriations and/or unappropriated funds are sufficient to support the request.

☒ Yes ☐ No

Budget and Research Officer _____ Date _____

Recommendation: ☒ Approval ☐ Disapproval

Reasons For Disapproval:

Director of Finance _____ Date _____

City Manager Action:

☐ Approved ☐ Disapproved ☐ Not Required

City Manager _____ Date _____

City Council Action:

☐ Approved ☐ Disapproved ☐ Not Required

Date _____