



Request for Budget Amendment

Budget Amendment # _____

Department: CRA Dept. Head: Kristie Vazquez
Date of Request: 4/5/2021 Date of Board Mtg, if req'd: _____

Table with 7 columns: Account Number, Project, Account Name, Current Budget, Increase, Decrease, Amended Budget. Includes rows for Buildings and Repairs & Maintenance - CRA District Beautification.

Explain why these funds were not originally budgeted and the justification for your request now:
Fund transfer to cover the cost of maintenance (mowing, mulch & cleaning) 209, 301& 309 Circle Park (rear of bldgs).

Request submitted by: _____ Dept Approval: _____
Request approved by: [Signature] Date: 4-5-21
Request authorized by: [Signature] Date: 4/5/2021

Type numbers ONLY in the account number field, no dashes.
Please note that the following situations also require Board approval:
*Request in excess of \$10,000
*Request to increase the total budget (also requires Resolution)
*Request to use contingency funds