

**BUDGET AMENDMENT REQUEST**

To: Calhoun County Commissioners' Court

From: \_\_\_\_\_  
 (Department making this request)

Date: \_\_\_\_\_

I request an amendment to the \_\_\_\_\_ budget for the  
 (year)  
 following line items in my department:

GL Account #	Account Name	Amendment Amount	Reason
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Net change in total budget  
 for this department is: \$ \_\_\_\_\_

Other remarks/justification:

\_\_\_\_\_

I understand that my budget cannot be amended as requested until  
 Commissioners' Court approval is obtained.

Signature of official/department head: \_\_\_\_\_

Date of Commissioners' Court approval: \_\_\_\_\_

Date posted to General Ledger account(s): \_\_\_\_\_