Budget Amendment Request Form

The County of Galveston Department of Professional Services

2022



Budget Amendment Request Form

The Professional Services Department has created an interactive submission form, that will provide all County departments easy access to submit necessary Budget Amendment Requests.

Once the form is successfully filled and submitted a confirmation email will be sent.

The Submission Deadline For The Budget Amendment Request Form

The Budget Amendment Request Form is due the Monday before every Commissioner's Court at 5:00 P.M. If the form is submitted after the deadline, it will be processed for the following Commissioners' Court meeting.

*The deadline may vary for Commissioners' Court meetings outside of the regular schedule.

Budget Amendment Request Form Sections

Selecting A Sponsor

Sponsor: *

Select or enter value

All Budget Amendment Requests will need a court member to sponsor the item.

List of Sponsors to choose from:

County Judge, Honorable Mark Henry

Commissioner Precinct 1, Honorable Darrell Apffel

Commissioner Precinct 2, Honorable Joe Giusti

Commissioner Precinct 3, Honorable Stephen D. Holmes

Commissioner Precinct 4, Honorable Robin Armstrong



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Department Information

Department: *	
Division Number: *	
Enter the 6-digit number Ex. 151400	• The
\$	prov
Department Head Name: *	prov and
Department Head Email: *	• Plea
	info
Submitted By: *	head

Contact Extension Number: *

Contact Email Address: *

- requestor will need to
- vide their Department Name
- Division Number.
- ase provide the contact
- ormation for the department
- d and requestor.

Associated Forms

Associated Forms *

If a form is associated with this Budget Amendment request form, please attach the document via this portal.

Select or enter value

Forms:

PAR (Personal Adjustment Request) **GAR** (Grant Agreement Request) **CAR** (Contract Approval Request)



• Attach necessary documents associated with the Budget Amendment.

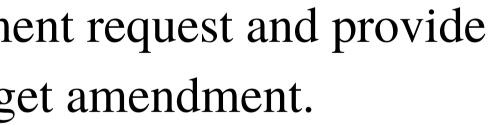
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Additional Information

Budget Amendment Justification: *

Please provide a brief justification for the request.

• Please enter a justification for the budget amendment request and provide any additional information necessary for this budget amendment.



Key Org (From)

Key Org (From): *

Fund, Division (From): Example: 1101,151400, therefore 1101151400

Please note: If you will be requesting from Fund Balance Reserves (Budgeted Reserves), please use the following Key Org information – 1101, 920180, therefore, 1101920180. Object Code (Line Item): 5930000

- The requestor will be prompted to provide information on where funds will be transferred from.
- Once complete, another section will be presented. This will be the "Object Code Line Item Name".



Object Code - Line Item Name

Object Code From (Line Item): *

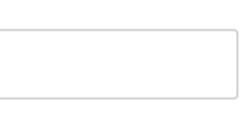
Object Code - Line Item Name Example: 5310001 - Extraordinary Supplies

- The requestor will specify exactly from which object codes the funds will be taken from.
- Once complete a new field will appear "Amount (From)". \circ This is the amount being taken from the specific line item previously entered.

Amount (From): *







Adding Additional Funding Sources

- When the Key Org (From) & Object Code (From) are complete, you can add additional Key Org (From).
 - If applicable, click on the box.
- The (2) Key Org (From) represents the second funding source your department will be adding.
 - This is not required but is available if \bigcirc necessary.
 - Up to four different funding sources can be added.

Add an additional Key Org (From): \checkmark

(2) Key Org (From): Fund, Division (From): Example: 1101,151400, therefore 1101151400

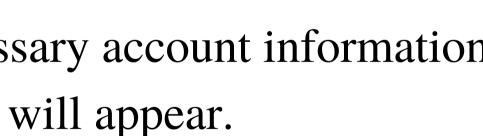


Click the box below if you will be adding an additional transfer from funding source.

Key Org (To)

Key Org (To): * Fund, Division (To): Example: 1101, 151400, therefore 1101151400

• Similar to the first Key Org, please provide the necessary account information. Once complete the "Object Code - Line Item Name" will appear.



Object Codes (Line Items)

Object Codes (Line Items): *

Object Code - Line Item Name Example: 5310001 - Extraordinary Supplies

- The requestor will specify exactly from which object codes the funds will be transferred to.
 - Once complete a new field will appear "Amount (From)". \bigcirc
 - \circ This is the amount being taken from the specific line item previously entered.

Amount (To): *







Adding An Additional Key Org (To)

Add an additional Key Org (To):

Click the box below if you will be adding an additional transfer to fund source.

	• By cl
(2) Key Org (To):	reque
Fund, Division (To): Example: 1101, 151400, therefore 1101151400	Key
	trans
(2) Object Code To (Line Item):	comp
Object Code - Line Item Name Example: 5310001 - Extraordinary Supplies	amou
•	reque
(2) Amount (To):	· · · · · · · · · · · · · · · · · · ·

*Note: If additional line items are need them, please attach a document to the form.

- licking on the check box the
- estor will be able to provide the
- Org (To) for the additional
- sfer to fund source. Once
- plete the requestor will put the unt the department is
- esting.
- The requestor can add up to
- four different Key Org (To),
- with their respective amount.

Submission

Once the necessary information is inputted you may submit the form. Remember to click on the "Send me a copy of my response" before submitting.

Send me a copy of my responses





THE COUNTY OF GALVESTON

Contact Information

Email: BudgetTeam@galvestoncountytx.gov Extension: 5545

PROFESSIONAL SERVICES

Thank You!



