

EXAMPLE Budget Amendment

Entity Name City Somewhere in Texas
 Department
 Address 100 First Street
 City, State Zip City, TX 70000

Contact Name Joe Accountant
 Phone (800) 123-4567
 Fax (800) 123-6789

Contract # 04-000

(Also include your account reference number if different from GLO's contract number)

	Current CMP <u>Budget</u>	Current Local <u>Budget</u>	Requested CMP <u>Changes</u>	Requested Local <u>Changes</u>	Revised CMP <u>Budget</u>	Revised Local <u>Budget</u>
Personnel	\$10,000	\$30,000	(\$2,000)	\$1,017	\$ 8,000	\$31,017
Fringe	\$ 2,000	\$10,000	(\$ 500)		\$ 1,500	\$10,000
Travel	\$11,000	\$ 0			\$11,000	\$ 0
Supplies	\$ 500	\$ 0	\$2,500		\$ 3,000	\$ 0
Equipment	\$20,000	\$ 0			\$20,000	\$ 0
Contractual	\$ 0	\$ 0			\$ 0	\$ 0
Other	\$10,000	\$ 1,017		(\$1,017)	\$10,000	\$ 0
 SUBTOTAL	 \$53,500	 \$41,017			 \$53,500	 \$41,017
Indirect costs	\$ 8,025	\$ 0			\$ 8,025	\$ 0
 TOTAL	 \$61,525	 \$41,017			 \$61,525	 \$41,017

Please justify your request below.

EXAMPLE:

The City Somewhere in Texas is requesting that \$2,500 in CMP funds be transferred from the Personnel and Fringe categories to the Supplies category for the purchase of additional signs. The City is also requesting that \$1,017 in Local funds be transferred from the Personnel category to the Other category due to an increase in equipment rental costs.

Signature of Authorizing Official

Date