

REQUEST FOR BUDGET AMENDMENT

Submitted by: Information Technology

BA Number: _____

JUSTIFICATION FOR ADJUSTMENT:

Information Technology was tasked with expediting the procurement of this software. The latest proposal received on January 19, 2023 from the States Attorneys Office identifies the One-Time implementation cost including an interface with Maryland Electronic Courts (MDEC), setup and training, hardware, and one year of annual support.

| ACCOUNT DESCRIPTION | ACCOUNT NUMBER | PROJECT NUMBER | REVENUE \$ AMOUNT | EXPENSE \$ AMOUNT |
|---------------------------------|--------------------|----------------|-------------------|-------------------|
| <u>Increase Accounts</u> | | | | |
| Electronic Reference | 001-1001-410.05-44 | | | 220,750 |
| Non-Capitalized-New | 001-1001-410.51-61 | | | 7,200 |
| <u>Decrease Accounts</u> | | | | |
| Commissioners Reserves | 001-3804-410-4599 | | 0 | 227,950 |
| NET INCREASE / DECREASE | | | \$0 | \$0 |

Sonyia Staats 1.19.2023

*Approved by Department Head: _____ Date: 1/19/2023

*If grant related, the Department Head's signature certifies compliance with any grant requirements related to this action.

Recommended by Chief Financial Officer: _____ Date: 1/19/2023

**Approved by County Commissioners: _____ Date: 1-24-2023

** Requires a Completed Request for Appointment Form be Attached

^Approved by Chief Financial Officer: _____ Date: _____

^ If BA pertains to Finance Department Accounts, must be Approved by County Administrator

FOR FINANCE USE ONLY

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| Comments: | |
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| | BA Entered: |