

Memorandum



Information Technology Department

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Thomas Schreiber
Chief Information Officer

Date: February 28, 2017
To: Brian Muir, Auditor-Controller
From: Thomas Schreiber, Chief Information Officer
Subject: Budget Amendment

A handwritten signature in blue ink, appearing to be "T. Schreiber", is written over the "From" line of the memorandum.

Please process a budget amendment for Cost Center 92500 Information Technology:

Increase appropriations:

Prior Period Revenue Adjustment	034309	\$720,000
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This amendment is necessary to process the refund required by the State Controller's Office of excess working capital reserve.

There is adequate fund balance and cash available in the Information Technology Internal Service Fund to absorb this additional appropriation.

This action requires 4/5 Board approval. It is our intention to present this to the Board of Supervisors on February 28, 2017

Thank you for your assistance.