

**Hitchcock Independent School District  
REQUEST FOR BUDGET AMENDMENT**

Campus: CMS Date: 11/18/25  
Department: \_\_\_\_\_

The following expenditures were either omitted from the budget or underestimated and additional dollars are required.

1 **Items Needed:** Explain: (i.e., books, equipment, supplies, etc.)  
Robotic needs such as connectors, cables, & Gear box

2 **Amount Needed:** \$ 2560.86

3. **Fund code(s) that is underestimated:** # 199E36639920042099 000 \$2560.86  
# \_\_\_\_\_ \$ \_\_\_\_\_  
# \_\_\_\_\_ \$ \_\_\_\_\_

4 **If no fund code exists, check here:**

5 **Current fund code(s) that will have to be decreased to cover above request:** (Note: Make sure there are sufficient funds in these codes to cover the amount requested in number 2 above. You are not permitted to overdraft any fund code.)

Fund Codes:	Amount
# <u>199E11639920042011000</u>	\$ <u>2560.86</u>
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
<b>Total: (Should equal #2 above)</b>	\$ _____

**Note: You may not decrease the following fund codes:**

- 1) Any 6100 category (Salary / Benefits)
- 2) Any 6200 category (Contracted Services)
- 3) Any Function 51 fund codes
- 4) Any Function 52 fund codes
- 5) All amendments must be within function.
- 6) Program intent code 23 may only be moved within pic 23.

This is to certify that the above budget amendment request has been fully considered and approved by all necessary school department heads and is necessary in the operation of our campus/program.

[Signature]  
Principal/Director

11/18/25  
Date

[Signature]  
Superintendent/Business Official

11-20-25  
Date

[Signature]  
Business Office

11/18/25  
Date