




MEMORANDUM

To: Daniel Combs
From: Donna Reynolds 
Date: 9/24/20
RE: Budget Amendment Request

We would like to request the following budget amendment for the reason specified:

FROM:	199-11-6399-1150-109-11-0-059-0	\$1100.00
	199-36-6497-0000-109-11-0-059-0	\$ 200.00
	199-36-6499-0000-109-11-0-059-0	\$ 140.00
TO:	199-23-6399-0000-109-11-0-059-0	\$1440.00

REASON: To cover the costs of the new, updated Raptorware V-Soft software and the hardware required to make the new program compatible with the new software upgrade.

Thank you for your consideration.

