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205 S Colorado Street
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RE: Budget Amendment Request

Rationale: We are requesting a budget amendment to ensure that expenditures related to instructional staff directly teaching CTE courses are properly classified under function 13. This amendment will support accurate financial reporting, maintain compliance with TEA accounting guidelines, and ensure appropriate use of CTE funds. Proper classification also helps us effectively manage and monitor our CTE program budget.

From:

CTE Empl Travel	199-11-6411.01-001-6-22-0 00, Amount \$10,000
Food/Catering	199-11-6399.32-001-6-22-0-00, Amount \$10,000

To:

Employee Travel	199-13-6411.00-001-6-22 0-00, Amount \$10,000
Staff General Operating	199-13-6499.00-001-6-22 0-00, Amount \$10,000

Ryan Contreras
CTE Director