



**RCA Request for Council Action**  
**SUBJECT AND PURPOSE INFORMATION**

Requestor \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe nature of action requested (type of legislation requested; nature of agreement, amendment, or communication, etc.) **in detail.**

\_\_\_\_\_  
Street address, City, ST, ZIP Code (if applicable, *i.e.*, contracts, agreements, etc.)

**Type of Request**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Discussion Item on Agenda | <input type="checkbox"/> Ordinance            | <input type="checkbox"/> Motion Resolution |
| <input type="checkbox"/> Resolution                | <input type="checkbox"/> Statutory Resolution | Previous Related Legislation _____         |
|  | Waiver  | Emergency                                  |

**Funding. If Supplemental Needed [Account Number and Name]**

\_\_\_\_\_  
Amount  
From the unappropriated, unencumbered balance of the \_\_\_\_\_ Fund

\_\_\_\_\_  
To Account No. \_\_\_\_\_ To Account Name \_\_\_\_\_

**Funding. If Already Appropriated [Account Number and Name]**

\_\_\_\_\_  
Amount  
\_\_\_\_\_  
Account No. \_\_\_\_\_ Account Name \_\_\_\_\_

**Funding. If Transfer Needed [attach page 2 transfer table]**

\*Attach additional documentation, if applicable.

Page 2 attachment for budget/fund transfers

Approved by Finance

