



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

