



Clerk of Council
614.342.4090

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

☐ Discussion Item on Agenda

☐ Ordinance

☐ Motion Resolution

☐ Resolution

☐ 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 transfers

Approved by Finance

[illegible]