

Exceptional Item Request Form - FY 2020-2021

Request # 100-10-1

Date: 7/7/2020

Requestor: Staff

Allocating Additional Funds To:	
Fund Name & No.	100 - General Fund
Department Name & No.	10 - Admin
Line Item No. & Description or NEW Line Item Description	5332 - Comprehensive Long Range Plan

Item Description:

Comprehensive Plan

Description of Benefit from Purchase (Improved Service, Lower Cost, etc.)

The comprehensive planning process started in FY 19-20. This will fund the remaining costs of the plan that fall in FY 20-21.

Number of Items or Units: 1

Cost Per Item or Unit: _____

Additional Cost Per Item (Including ongoing maintenance): _____

Total Cost: \$ 30,000.00

When Balance Offset Is Needed

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Total Amount Saved: \$ -

Please attach any quotes or backup to support this Exceptional Item Request.