

**ASSIGNED ID AND LAWSON ACTIVITY REQUEST FORM  
FOR CERTIFICATES OF OBLIGATION FUNDED ITEMS  
APPROVED OUTSIDE THE ANNUAL BUDGET**

This form is used only when requesting new funding outside of the annual budget process

Complete all information and submit to Auditor email: AuditorCO@fbctx.gov

Auditor's Office will provide accounting information within 2 business days

Requesting Department:	<u>Information Technology</u>
Contact Person:	<u>Adriana Plantinos</u>
Contact Email:	<u>adriana.plantinos@fortbendcountytexas.gov</u>
Brief Description:	<u>440 Laptops Upgrade</u>
Estimated Start Date:	<u>3/26/2024</u>
Estimated End Date:	<u>4/30/2024</u>
Approval Court Date:	<u></u>
Approval Agenda Item:	<u></u>
Total Approved Appropriation:	<u>\$653,100.00</u>

**Detailed Description:**

440 Laptops Upgrade

**Justification for not Requesting During Budget Process:**

Funding for the upgrade was approved, but due to increased costs, it became insufficient. The Auditor's and Budget Offices agreed to use CO funding instead.

**FOR AUDITOR USE ONLY:**

Assigned ID #:	<u></u>
Initial Accounting Unit:	<u></u>
Activity:	<u></u>
Approved by:	<u></u>
Date:	<u></u>

Note: Account and Account Category are determined by requisition details.

Accounting Units are subject to change.