

REQUEST FOR CONTINGENCY TRANSFER

DATE: February 1, 2002

FROM:	<u>CONTINGENCY ACCOUNT</u>	<u>AMOUNT</u>
	121-8111-999-1010	\$20,000.00
	Hotel/Motel Fund Contingency	
TO:	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
	121-8111-944-2000	\$20,000.00
	Hotel/Motel: Contributions	

Balance @ 2/1/02 = \$49,000

JUSTIFICATION OF NEED FOR TRANSFER:

1. Why is this request of such an emergency nature that it must be made immediately?

Services^x marketing required to prepare, submit & evaluate a Request for Proposal for architectural studies for the College Station Performing Arts Center

Funds need to be wired upon approval of this request.

These funds will be provided to the Arts Council for this service. A change order will need to go to Council. JK 2-1-02

2. Why was the item not budgeted in the normal budgetary process?

Project unknown at that time.

3. Justification as to why the transfer cannot be made within the division or department?

No monies available for a project of this scale.

Council Approval Required: yes

Date Approved by Council: _____

Requested by: Susan Chmelar

Budget Review: JK

Approved: [Signature]
Department Head

Approved: [Signature] 2-1-02
Budget Officer

Approved: _____
City Manager



Jimmy Loup
PRESIDENT

Robert T. Bisor, III
PRESIDENT ELECT

Zo Bailey
VP AFFILIATES

Jerry E. Fox
PAST PRESIDENT/TREASURER

Catherine P. Meyer
SECRETARY

Jere Blackwelder

Costa A. Dallis

Pamela S. Green

Lisa Halperin

Amy S. Klinkovsky

Jan Krammer

Penelope Kosztołnyik

Susan Lancaster

George Lea

Thyra Plass

Becky Russell

P. David Romei, Ph.D.
EXECUTIVE DIRECTOR

29 January 2002

Mr. Tom Brymer
City Manager
City of College Station
1101 Texas Avenue
College Station, TX 77842

*- we need to
prepare a contingency
request for this
request.*

Dear Tom:

Per our conversation, herewith is submitted the Arts Council's invoice to College Station for the sum of \$20,000.00 for services and marketing required to prepare, submit and evaluate a Request for Proposal for architectural studies for the College Station Performing Arts Center.

This project will begin on 1 February 2002 and conclude on or about 30 March 2002. We will require the necessary funds no later than 1 February 2002.

Thank you very much for your enthusiastic support of a Performing Arts Center in College Station. We are very pleased to be a part of this very important process.

Sincerely yours,

P. David Romei, Ph.D.
Executive Director

C: Mr. Charles Cryan, City Finance Director

Tel: 979.696.2787
Fax: 979.680.1072

2501 Texas Avenue S. 105-C
College Station
Texas ■ 77840

www.acbv.org