



View Budget Amendment: Budget  
 Amendment: - Project LTD Budget on  
 05/11/2026 : BAT-0000643

**Company** The County of Galveston  
**Plan Template** Project LTD Budget : Moody Courthouse Renovation began 2025 Budget  
**Plan** Moody Courthouse Renovation began 2025 Budget  
**Organizing Dimension Type**  
**Amendment ID** BAT-0000643  
**Amendment Date** 05/11/2026  
**Description** To reclassify budget from goods to services spend category for Moody Courthouse Renovation Project to cover PO expenses related to services.  
**Amendment Type** Project Budget Amendment  
**Balanced Amendment** Yes  
**Entry Type** Project  
**Status** In Progress  
**Plan Currency** USD

Budget Amendment Entries

Period	*Ledger Account/Summary	*Cost Center	*Fund	Spend Category	Revenue Category	*Project	Debit Amount	Credit Amount	Currency Rate	Base Debit Amount	Base Credit Amount	Base Currency	Memo	Exceptions
09/17/2025 - 09/30/2026 (Moody Courthouse Renovation began 2025 Budget)	5700000:Capital Outlays	170100 Facilities Services	3100 County Capital Projects Fund	Building Improvements - Goods		Moody Courthouse Renovation began 2025	\$0.00	\$50,000.00	1	0.00	50,000.00	USD	To reclassify budget from goods to services spend category for Moody Courthouse Renovation Project to cover PO expenses related to services.	
09/17/2025 - 09/30/2026 (Moody Courthouse Renovation began 2025 Budget)	5700000:Capital Outlays	170100 Facilities Services	3100 County Capital Projects Fund	Building Improvements - Services		Moody Courthouse Renovation began 2025	\$50,000.00	\$0.00	1	50,000.00	0.00	USD	To reclassify budget from goods to services spend category for Moody Courthouse Renovation Project to cover PO expenses related to services.	



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 05/11/2026 : BAT-0000643

**Content Type** application/pdf  
**Updated By** Austin Schumann  
**Upload Date** 04/24/2026 10:39:41 AM  
**Comment**

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	04/27/2026 09:57:43 AM	04/28/2026	Austin Schumann	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	04/29/2026 08:46:55 AM		Lee Clemmer (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		04/28/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	04/29/2026 01:31:27 PM		Lauren Swift (Payroll Accountant)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	04/29/2026 02:46:57 PM	05/01/2026	Misty Witmer (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Awaiting Action		05/01/2026	Diana Huallpa Trevino (Budget Manager)	1	





Galveston - Budget vs Actual by Project

Project/Project Hierarchy: Moody Courthouse Renovation began 2025

Period: FY2026 - Apr

Book: Modified Accrual

Plan Structure: Project LTD Budget

Fund	Cost Center	Project	Program	Ledger Account	Spend Category	Revenue Category	Budget	Actuals (LTD)	Actuals (Current Period)	Commitments	Obligations	Reserved Journals	Actuals, Encumbrances, & Reserved	Budget Remaining	Budget Used (%)
3100 County Capital Projects Fund	170100 Facilities Services	Moody Courthouse Renovation began 2025	(Blank)	4911000:Transfers - General Fund	(Blank)	Transfer from General Fund	(120,000.00)	(120,000.00)	0.00	0.00	0.00	0.00	(120,000.00)	0.00	100.00%
3100 County Capital Projects Fund	170100 Facilities Services	Moody Courthouse Renovation began 2025	(Blank)	5700000:Capital Outlays	Building Improvements - Goods	(Blank)	84,000.00	0.00	0.00	0.00	0.00	0.00	0.00	84,000.00	0.00%
3100 County Capital Projects Fund	170100 Facilities Services	Moody Courthouse Renovation began 2025	(Blank)	5700000:Capital Outlays	Building Improvements - Services	(Blank)	36,000.00	0.00	0.00	0.00	0.00	0.00	0.00	36,000.00	0.00%
Total Revenue							120,000.00	120,000.00	0.00	0.00	0.00	0.00	120,000.00	0.00	100.00%
Total Expenditures							120,000.00	0.00	0.00	0.00	0.00	0.00	0.00	120,000.00	0.00%
<b>Net Total (Revenue - Expense)</b>							<b>0.00</b>	<b>120,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>120,000.00</b>	<b>(120,000.00)</b>	<b>0.00%</b>



View Requisition

REQ-0010606

Budget Check Status: Not Required

Company  
The County of Galveston

Requester  
Employee: Lauren Michaels

Status  
Draft

Total Amount  
46,980.87

Requisition Information

**Request Date** 04/22/2026  
**Currency** USD  
**Requisition Type** Standard Purchase  
**High Priority** No  
**Sourcing Buyer**  
**Submitted by** Lauren Michaels  
**Consolidate Requisitions on Purchase Orders** No  
**Exclude Ship-To Address when Consolidating Requisition Lines** No  
**Memo to Suppliers** For: Carpet for Adult Probation  
**Internal Memo** For: Carpet for Adult Probation

Shipping Address

**Deliver-To** 722 County Courthouse  
**Ship-To Address** 722 Moody  
 5th Floor  
 Galveston, TX 77550  
 United States of America

Service Lines

Line	Item	Amount	Date	Deliver-To	Ship-To Address	Ship-To Contact	Supplier	Fulfillment Source	RFQ Required	Memo	*Fund	*Cost Center	Program	Project	Grant	Additional Worktags	Splits
REQ-0010606	<b>Item Description</b> Install Carpet-Adhesive-Freight-Labor 90 Ctns = 8634.60 S/F > \$3.45 <b>Spend Category</b> Building Improvements - Goods	<b>Requested</b> 29,789.37 <b>Ordered</b> 0.00	<b>Start Date</b> <b>End Date</b>	722 County Courthouse	722 Moody 5th Floor Galveston, TX 77550 United States of America	Lauren Michaels	<b>Supplier</b> MAINLAND CARPET		No		3100 County Capital Projects Fund	170100 Facilities Services		Moody Courthouse Renovation began 2025			
REQ-0010606	<b>Item Description</b> LVT Mohawk Hot & Heavy 20 Mil Color T.B.S. Install 5 ctns = 209.95S/f > \$4.80 <b>Spend Category</b> Building Improvements - Goods	<b>Requested</b> 1,007.90 <b>Ordered</b> 0.00	<b>Start Date</b> <b>End Date</b>	722 County Courthouse	722 Moody 5th Floor Galveston, TX 77550 United States of America	Lauren Michaels	<b>Supplier</b> MAINLAND CARPET		No		3100 County Capital Projects Fund	170100 Facilities Services		Moody Courthouse Renovation began 2025			
REQ-0010606	<b>Item Description</b> Wall Base 4.5 Install 25 Ctns > \$240.00 <b>Spend Category</b> Building Improvements - Goods	<b>Requested</b> 6,000.00 <b>Ordered</b> 0.00	<b>Start Date</b> <b>End Date</b>	722 County Courthouse	722 Moody 5th Floor Galveston, TX 77550 United States of America	Lauren Michaels	<b>Supplier</b> MAINLAND CARPET		No		3100 County Capital Projects Fund	170100 Facilities Services		Moody Courthouse Renovation began 2025			



View Requisition

Line	Item	Amount	Date	Deliver-To	Ship-To Address	Ship-To Contact	Supplier	Fulfillment Source	RFQ Required	Memo	*Fund	*Cost Center	Program	Project	Grant	Additional Worktags	Splits
REQ-0010606	<b>Item</b> <b>Description</b> Reducers 60 l/f > \$3.00 <b>Spend Category</b> Building Improvements - Goods	<b>Requested</b> 180.00 <b>Ordered</b> 0.00	<b>Start Date</b> <b>End Date</b>	722 County Courthouse	722 Moody 5th Floor Galveston, TX 77550 United States of America	Lauren Michaels	<b>Supplier</b> MAINLAND CARPET		No		3100 County Capital Projects Fund	170100 Facilities Services		Moody Courthouse Renovation began 2025			
REQ-0010606	<b>Item</b> <b>Description</b> Remove Existing Cpt 920 Yrds > \$4.00 <b>Spend Category</b> Building Improvements - Services	<b>Requested</b> 3,680.00 <b>Ordered</b> 0.00	<b>Start Date</b> <b>End Date</b>	722 County Courthouse	722 Moody 5th Floor Galveston, TX 77550 United States of America	Lauren Michaels	<b>Supplier</b> MAINLAND CARPET		No		3100 County Capital Projects Fund	170100 Facilities Services		Moody Courthouse Renovation began 2025			
REQ-0010606	<b>Item</b> <b>Description</b> Remove Existing Adhesive 8268 S/F > .20 <b>Spend Category</b> Building Improvements - Services	<b>Requested</b> 1,673.60 <b>Ordered</b> 0.00	<b>Start Date</b> <b>End Date</b>	722 County Courthouse	722 Moody 5th Floor Galveston, TX 77550 United States of America	Lauren Michaels	<b>Supplier</b> MAINLAND CARPET		No		3100 County Capital Projects Fund	170100 Facilities Services		Moody Courthouse Renovation began 2025			
REQ-0010606	<b>Item</b> <b>Description</b> Floor prep 30 each > \$60.00 <b>Spend Category</b> Building Improvements - Services	<b>Requested</b> 1,800.00 <b>Ordered</b> 0.00	<b>Start Date</b> <b>End Date</b>	722 County Courthouse	722 Moody 5th Floor Galveston, TX 77550 United States of America	Lauren Michaels	<b>Supplier</b> MAINLAND CARPET		No		3100 County Capital Projects Fund	170100 Facilities Services		Moody Courthouse Renovation began 2025			
REQ-0010606	<b>Item</b> <b>Description</b> Move Furniture <b>Spend Category</b> Building Improvements - Services	<b>Requested</b> 2,850.00 <b>Ordered</b> 0.00	<b>Start Date</b> <b>End Date</b>	722 County Courthouse	722 Moody 5th Floor Galveston, TX 77550 United States of America	Lauren Michaels	<b>Supplier</b> MAINLAND CARPET		No		3100 County Capital Projects Fund	170100 Facilities Services		Moody Courthouse Renovation began 2025			

Adult Probation.pdf

**File Name** Adult Probation.pdf  
**Content Type** application/pdf  
**Updated By** Lauren Michaels  
**Upload Date** 04/22/2026 10:03:09 AM  
**Attachment Category**  
**External** No  
**Comment**

Galveston County Probation Office new.docx

**File Name** Galveston County Probation Office new.docx  
**Content Type** application/vnd.openxmlformats-officedocument.wordprocessingml.document  
**Updated By** Lauren Michaels  
**Upload Date** 04/22/2026 10:03:09 AM  
**Attachment Category**  
**External** No  
**Comment**



View Requisition

Balances

Line and Line Splits	Commitment Quantity	Commitment Quantity Liquidated	Commitment Quantity Remaining	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining
REQ-0010606	0	0	0	180.00	0.00	180.00
REQ-0010606	0	0	0	1,007.90	0.00	1,007.90
REQ-0010606	0	0	0	2,850.00	0.00	2,850.00
REQ-0010606	0	0	0	29,789.37	0.00	29,789.37
REQ-0010606	0	0	0	6,000.00	0.00	6,000.00
REQ-0010606	0	0	0	1,673.60	0.00	1,673.60
REQ-0010606	0	0	0	1,800.00	0.00	1,800.00
REQ-0010606	0	0	0	3,680.00	0.00	3,680.00
				<b>Total:</b>	<b>46,980.87</b>	<b>0.00</b>

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Requisition Event	Requisition Event	Step Completed	04/22/2026 10:03:09 AM		Lauren Michaels	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	04/22/2026 10:03:09 AM			0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	04/22/2026 10:03:19 AM			0	
Check Budget (Financial)	Review Budget Check	Not Required				0	
Check Budget (Financial)	Override Budget Check	Not Required				0	
Check Budget (Financial)	To Do: Budget override - Create Budget Transfer	Not Required				0	
Check Budget (Financial)	Service: Reserve Budget in Budget Check	Step Completed	04/22/2026 10:03:19 AM		Workday Service	1	
Requisition Event	Review Requisition	Sent Back	04/22/2026 10:58:33 AM		Taylor Lee (1099 Lead)	1	Send Back Reason from Taylor Lee: Please change all lines to "services" spend categories. Line 4 - reducers can stay as a goods line.
Requisition Event	Requisition Event	Awaiting Action			Lauren Michaels	1	

Moving \$50,000 to services to account for this REQ and future expenses