

# Form C - Request for Professional Services Budget

## *Purpose*

The purposes of this form are (a) to describe uses of professional service expenditure (expense code 05590-Other Professional Fees), and (b) to request additional funding for process improvement studies.

## *Instructions*

■ **Description of Services** - briefly describe the service the County receives from the provider/contractor. Examples include: microfilming of court records, off-site record storage, and private laboratory testing.

■ **FY2016 Budget and FY2017 Request** - list amount of funding for the service approved in the FY2016 budget and the anticipated amount needed to continue current operations in FY2017.

■ **Process Improvement Consulting Request** - if you are requesting funding for expert consultation with respect to process improvement or revenue maximization, describe the detailed nature of the request, the expected benefits, and estimated cost.

■ **Strategic Plan** - explain how the request implements the visions listed in the County's Strategic Plan.

# REQUEST FOR PROFESSIONAL SERVICES

Department \_\_\_\_\_

Budget No. \_\_\_\_\_

Pay To	Description of Services	FY2016 Budget	FY2017 Amount Requested

**Process Improvement Consulting Request**

FORM C

FY 2017