

FUND TRANSFER REQUEST FORM

AGENCY Administration	ORGANIZATION Facilities Management	LEGISTAR FILE # 2021 FTR-032
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HANDICAPPED ACCESSIBLE DOOR HARDWARE INSTALLATION

TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)						CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)				Budgeted Amount	Available Balance
1	2,500.00	CHILD SUPPORT OFFICE REMODEL	CPFACMGT	57184		425,815.00	166,328.98
2							
3							
4							
	2,500.00	TRANSFER FROM TOTAL					

TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)						CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)				Budgeted Amount	Available Balance
1	2,500.00	CCB 4TH FLOOR IMPROVEMENTS	CPFACMGT	57020		23,694.55	8,421.48
2							
3							
4							
	2,500.00	TRANSFER TO TOTAL					

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
Handicapped accessible door hardware was not installed as part of the CCB 4th floor improvements so this transfer will help pay for the the installation of the buttons and door hardware for Rooms 418/425 and 419/421.		DATE	APPROVED	DENIED
	Oversight Committee			
	Controller			
	County Executive			
	Finance Committee			
Request should be entered into Legistar using the Fund Transfer file type and released into the fund transfer approval sequence. The Controller's Office will approve and refer the request as appropriate in Legistar and obtain the Controller and County Executive approvals. Departments should follow up with their oversight committee to ensure action is taken and recorded in Legistar.				