

FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office	ORGANIZATION SUPPORT SERVICES DIVISION	LEGISTAR FILE # 2022 FTR-014
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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	2,023.00	Records Remodel	CPSHRF	57038	2,508.62	2,508.62
2						
3						
4						
	2,023.00	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	2,023.00	Evidence Room Project	CPSHRF	58054	8,000.00	8,000.00
2						
3						
4						
	2,023.00	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
Capital funding of \$8,000 was approved in the 2022 budget for flooring replacement in Public Safety Building (PSB), Sub Basement, Evidence Room. Additional funding of \$2,023 is required for the floor replacement project based on the current quote of \$10,023. The Sub-Basement Evidence Room was previously occupied by the Medical Examiner's Office, used to preform autopsies, and is the original flooring from when the PSB was commissioned in 1994. Countless autopsies were preformed in the space during that time exposing the floor to numerous bio-hazards, the flooring requires replacement as it is a health and safety hazard.		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.				