

2021 FUND TRANSFER REQUEST FORM

AGENCY	Human Services Department	ORGANIZATION	Fund 4310	LEGISTAR FILE #	2021 FTR-023	
211005 - 10 BPHCC MED LINE	Transfer funds to the over the counter medications line.					
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	\$15,000	Data Processing Services	BPHCADM	20810		
2						
3						
4						
	\$15,000	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	\$15,000	OTCS	BPHCRES	218905		
2						
3						
4						
	\$15,000	TRANSFER TO TOTAL				
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS			
Transfer funds to account for the increase in cost related to the covid pandemic of over the counter medications for Badger Prairie residents.			Committee	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.						