

# FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office		ORGANIZATION Capital Projects			LEGISTAR FILE # 2018 FTR-06		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	\$2,500	Pave West Precinct Parking Lot	CPSHRF 58678	\$4,631.15	\$0	\$0	\$4,631.15
2							
3							
4							
5							
TRANSFER AMOUNT(S) TO				CURRENT BALANCES			
Amount in Whole \$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	\$2,500	Refinish EOD Bunkers	CPSHRF 58070	\$5,500.00	\$0	\$0	\$5,500.00
2							
3							
4							
5							
EXPLANATION			APPROVALS				
Sheriff's Office, Explosive Ordinance Disposal (EOD) Team bunkers were purchased used, circa 2006; the exterior of the bunkers are exhibiting rust becoming a safety hazard. Bunkers are regulated by the Bureau of Alcohol, Tobacco, Firearms and Explosives and inspections of the bunkers indicate refinishing is required. Capital funding of \$5,500 was approved in 2017 to refinish the bunkers. The original vendor who bid on refinishing the bunker passed away, new quotes were obtained and the price for refinishing the bunkers has increased an additional \$2,500. Request a fund transfer of \$2,500 to shift financial resources from a completed capital project, Pave West Precinct Parking Lot, to a high priority capital project that requires additional funding.				DATE	APPROVED	DENIED	
			Controller				
			County Executive				
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.							