

2014 FTR-262

FUND TRANSFER REQUEST FORM

AGENCY Planning & Development ORGANIZATION Zoning Division DATE 10/08/14

TRANSFER AMOUNT(S) FROM

FOR ACCOUNTING USE ONLY

Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Expended Amount	Balance
1,400	Conferences & Training	PDZNGPLR 20648	4800	-	160	4640

TRANSFER AMOUNT(S) TO

FOR ACCOUNTING USE ONLY

Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Expended Amount	Balance
1,400	Printing, stationary & office supplies	PDZNGPLR 22043	19,000	-	19,904	(904)

EXPLANATION

ACTION

Funds need to be transferred from the Zoning division conferences & training line to the Zoning division printing, stationary and office supplies line in order to purchase shelving for the department's zoning records storage. New shelving will allow for more efficient use of existing storage space on the 3rd floor of the CCB. Because older files have not yet been scanned, we must provide storage space for hard copy files.

Dept/Committee	Date	Approved	Denied
Oversight Committee	10/14/14	ZLR	
Controller	10/8/14		
County Executive	10-9-14		
Finance Committee			

Initial Request to be submitted to Controller for fund availability. The Department Head will assume responsibility for getting oversight committee approval before submitting request.