


FUND TRANSFER REQUEST FORM

AGENCY Administration		ORGANIZATION Administration			LEGISTAR FILE #		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	44,100	Network Infrastructure Upgrade	CPADMIN 57938	615,352	12,965	95,463	506,924
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	44,100	Microsoft Licensing Project	CPADMIN 57845	634,622	580,279	45,560	8,783
2							
3							
4							
5							
EXPLANATION			APPROVALS				
<p>The 2017 Microsoft True-up analysis contained an additional 8 licenses for the CIS Data Center licensing at \$6,140.10 per license for a total of \$49,120.80 and an additional 17 licenses for the CIS Standard licensing at \$1,265.64 per license for a total of \$21,515.88. We have \$17,754 available in the GENFUND 04041 account, however the balance in the Microsoft Licensing Project account isn't sufficient to cover the remaining amount due: \$52,883. This transfer will increase the balance in the CPADMIN 57845 account to cover this required expenditure.</p>				DATE	APPROVED	DENIED	
			Controller	4/13/17			
			County Executive				
<p>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.</p>							