

FUND TRANSFER REQUEST FORM

AGENCY	Land & Water Res	ORGANIZATION	Parks	LEGISTAR FILE #	2016 FTR-44		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	874	Donations	LWRPKOP 81566				
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	812	LTE – Pheasant Branch	LWRPKOP 10076				
2	62	Social Security	LWRPKOP 10108				
3							
4							
5							
EXPLANATION				APPROVALS			
To transfer \$874 from Parks Donation Expense account LWRPKOP 81566 to LTE – Pheasant Branch Expense account LWRPKOP 10076. These are funds donated in December 2016 by the Friends of Pheasant Branch for additional 2016 funding for an LTE to work with volunteer groups at the Pheasant Branch Conservancy.					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.							