

FUND TRANSFER REQUEST FORM

AGENCY		ORGANIZATION			LEGISTAR FILE #2025 FRT-011			
<div>TRANSFER AMOUNT(S) FROM</div> <div>(Decrease Expenditure or Increase revenue)</div>							CURRENT BALANCES	
Amount in Whole \$\$		Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance	
1	\$57,571.00	SMO BOILER REPLACEMENT	CPFACMGT	57342		\$75,000.00	\$57,571.00	
2	\$1,105.00	FIRE PANEL INSTALLATION	CPFACMGT	51031		\$27,000.00	\$1,105.00	
3	\$17,369.00	VET SERVICE OFFICE REMODEL	CPFACMGT	58321		\$500,000.00	\$32,717.00	
4								
	\$76,045.00	TRANSFER FROM TOTAL						
<div>TRANSFER AMOUNT(S) TO</div> <div>(Increase Expenditure or Decrease Revenue)</div>							CURRENT BALANCES	
Amount in Whole \$\$		Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance	
1	\$76,045.00	TELLURIAN FACILITY IMPROVEMENTS	CPFACMGT	51069		\$62,000.00	\$30,210.00	
2								
3								
4								
	\$76,045.00	TRANSFER TO TOTAL						
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS					
Funds needed to replace fire panel and install additional sprinkler lines and heads to meet current code requirements.				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.								