

FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office		ORGANIZATION Support Services			LEGISTAR FILE # 2016 FTR-32		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	\$5,000	Briefcam Synopsis Software	CPSHRF 57127	\$5,000	\$0	\$0	\$5,000
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	\$5,000	Replacement Furniture	CPSHRF 58839	\$0	\$0	\$0	\$0
2							
3							
4							
5							
EXPLANATION			APPROVALS				
Funding of \$5,000 is required to purchase replacement chairs for the Bailiff's Office which are original furniture, placed into service in 2005 when the Courthouse opened, and are worn (11 years old) with parts failing, foam crushed, requiring replacement. Capital funding is available in account line CPSHRF 57127, Briefcam Synopsis Software because the software was purchased in 2012 using operating 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.				