

FUND TRANSFER REQUEST FORM

AGENCYHIGHWAY		ORGANIZATION				LEGISTAR FILE #2025 FTR-017		
TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)							CURRENT BALANCES	
Amount in Whole \$\$		Account Title		Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	\$7,100.00	CRACKFILL MELTER		HWFLTFAC	57333		\$9,169.00	\$9,169.00
2								
3								
4								
	\$7,100.00	TRANSFER FROM TOTAL						
TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)							CURRENT BALANCES	
Amount in Whole \$\$		Account Title		Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	\$7,100.00	USED TRUCK CHASSIS		HWFLTFAC	57036		\$18,574.00	\$4,091.00
2								
3								
4								
	\$7,100.00	TRANSFER TO TOTAL						
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)				APPROVALS				
Setup costs to convert two Isuzu truck chassis to barrel trucks were higher than anticipated.					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.								