

**FUND TRANSFER REQUEST FORM**

<b>AGENCY</b>	<b>ORGANIZATION</b>	<b>LEGISTAR FILE #</b>
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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						
2						
3						
4						
	<b>TRANSFER FROM TOTAL</b>					

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						
2						
3						
4						
	<b>TRANSFER TO TOTAL</b>					

<b>EXPLANATION:</b> (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	<b>APPROVALS</b>			
		<b>DATE</b>	<b>APPROVED</b>	<b>DENIED</b>
	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.				