

FUND TRANSFER REQUEST FORM

AGENCY AIRPORT	ORGANIZATION	LEGISTAR FILE # 2022 FTR-030
-----------------------	---------------------	-------------------------------------

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	1,725.00	Mowing/Snow Removal Tractor	AIRLNDNG	57004	165,000.00	9,500.00
2						
3						
4						
	1,725.00	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	1,725.00	Friction Tester	AIRLNDNG	57477	105,000.00	0.00
2						
3						
4						
	1,725.00	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
Bids and Purchase Order for needed Friction Tester vehicle equipment came in a bit higher than expected and budgeted for 2023.		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.				