

FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office		ORGANIZATION Security Services			LEGISTAR FILE # 2016 FTR-007			
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES				
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	\$2,000	Jail Lock Repairs	CPSHRF 57131	\$11,600			\$11,600	
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	\$2,000	Metal Detectors	CPSHRF 57116	\$23,000			\$23,000	
2								
3								
4								
5								
EXPLANATION				APPROVALS				
Additional funding of \$2,000 is required to purchase Cellsense Metal Detectors used for inmate searching to reduce contraband brought into the jail. Cellsense Metal Detectors detect cell phones that are powered on or off, with or without batteries, and concealed. These metal detectors are effective in areas where traditional metal detectors deliver false positives. Cellsense Detector technology has improved since project price was quoted in 2015. Capital funding is available in CPSHRF 57131 because the Jail Lock Repair Project is completed.					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.				