

FUND TRANSFER REQUEST FORM

AGENCY Public Works			ORGANIZATION Highway & Transportation			DATE 11/30/17	
TRANSFER AMOUNT(S) FROM				FOR ACCOUNTING USE ONLY			
Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Expended Amount	Balance	
1	15,000	GRADERS	HWFLTFAC-57548	405,047	334,880		70,167
2							
3							
4							
5							
6							
7							
TRANSFER AMOUNT(S) TO				FOR ACCOUNTING USE ONLY			
Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Expended Amount	Balance	
1	15,000	MT HOREB GARAGE	HWFLTFAC-57925	39,563	35,577	3,000	876
2							
3							
4							
5							
EXPLANATION			ACTION				
Apply savings from low bids to cover additional costs on building repairs.			Dept/Committee	Date	Approved		Denied
			Oversight Committee				
			Controller				
			County Executive				
			Finance Committee				
Initial Request to be submitted to Controller for fund availability. The Department Head will assume responsibility for getting oversight committee approval before submitting request.							