

**FUND TRANSFER REQUEST FORM**

<b>AGENCY</b> Land & Water Resources	<b>ORGANIZATION</b> Parks	<b>LEGISTAR FILE #</b> 2022 FTR-005	
<b>TRANSFER AMOUNT(S) FROM</b> (Decrease Expenditure or Increase revenue)			
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)	
1 2,220.00	Park Improvement Projects	LEWSLUNY 58036	
2			
3			
4			
2,220.00	<b>TRANSFER FROM TOTAL</b>		
<b>TRANSFER AMOUNT(S) TO</b> (Increase Expenditure or Decrease Revenue)			
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)	
1 2,220.00	Heritage Center Improvements	LEWSLUNY 51308	
2			
3			
4			
2,220.00	<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.)			
To transfer \$2,220 from Park Improvement Expense to the Heritage Center Improvements account to complete the replacement of ceiling tiles in the first floor community room.			
<b>APPROVALS</b>			
	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.			