

FUND TRANSFER REQUEST FORM

AGENCY Emerg Management		ORGANIZATION Planning			LEGISTAR FILE # 2019FTR-07		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$		Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	\$6,694	Water Pumps	CPEMRMGT 58972	\$20,000	\$0	13,306	\$6,694
2							
3							
4							
TRANSFER AMOUNT(S) TO				CURRENT BALANCES			
Amount in Whole \$\$		Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	\$6,694	Sandbagging Machine	CPEMRMGT 58517	\$44,000		\$35,996.00	\$8,004.00
2							
3							
4							
EXPLANATION			APPROVALS				
Dane County Emergency Management is requesting a funds transfer to facilitate the purchase of three trailers specifically designed to accommodate previously-purchased sandbagging machines.				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.							