
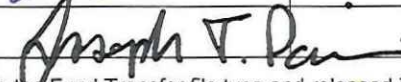


# FUND TRANSFER REQUEST FORM

AGENCY Administration		ORGANIZATION Information Management			LEGISTAR FILE #		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	\$7,366	VOIP Phone Install & Upgrade	CPADMIN 58958	\$7,366	0	0	\$7,366
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	\$7,366	Network Infrastructure Upgrade	CPADMIN 57938	\$629,451	\$305,054	\$127,277	\$197,120
2							
3							
4							
5							
EXPLANATION			APPROVALS				
VOIP Phone Install Project is complete.				DATE	APPROVED	DENIED	
			Controller	7/1/16			
			County Executive	7-2-16			
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.							