

FUND TRANSFER REQUEST FORM

AGENCY Administration		ORGANIZATION Parking Ramp		LEGISTAR FILE #2025 FTR-032			
TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)						CURRENT BALANCES	
Amount in Whole \$\$		Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	\$9,300.00	Ramp Renovation	CPADMNR	58192			\$1,357,673.00
2							
3							
4							
	\$9,300.00	TRANSFER FROM TOTAL					
TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)						CURRENT BALANCES	
Amount in Whole \$\$		Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	\$9,300.00	Ramp Vehicles	CPADMNR	51183			\$60,000.00
2							
3							
4							
	\$9,300.00	TRANSFER TO TOTAL					
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS				
<p>Management of the parking ramp has changed from Highway to the Department of Administration. There is equipment owned by Highway that needs to be moved to DOA. The 2026 budget amount is slightly less than the book value carried by Highway. This FTR will provide sufficient funding.</p>				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.				