

FUND TRANSFER REQUEST FORM

AGENCY	ADMIN	ORGANIZATION	CONSOLIDATED FOODS	LEGISTAR FILE #	2019 FTR-34		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	20,000	CFS JOINT REPLACEMENT	CFSADM 58037	68979.55	0	0	68979.55
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	20,000	CFS CARD ACCESS	CFSADM 58044	20,000.00	19,907.00	0.00	93.00
2							
3							
4							
EXPLANATION			APPROVALS				
Additional funds are required for electrical work.				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.							