

FUND TRANSFER REQUEST FORM

AGENCY	ADMINISTRATION	ORGANIZATION	ADMIN	LEGISTAR FILE #	2020 FTR-031		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	2242.00	MEDICAL EXAMINERS BUILDING	CPADMIN 57809	10,457.85	0	0	10,457.85
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	2242.00	DIM REMODELING	CPADMIN 58674	41,282.02	1,597.07	38,083.88	1,601.07
2							
3							
4							
EXPLANATION				APPROVALS			
Additional funds needed to pay vendor for PO #20161571 after project completion.					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.							