

FUND TRANSFER REQUEST FORM

AGENCY		ORGANIZATION			LEGISTAR FILE #				
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									
2									
3									
4									
		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									
2									
3									
4									
		TRANSFER TO TOTAL							
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)				APPROVALS					
				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.					