

FUND TRANSFER REQUEST FORM

AGENCY	ADMIN	ORGANIZATION	ADMIN	LEGISTAR FILE #	2017 FTR-29		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	22,000	COURTHOUSE EXP JOINT REPLACE	CPFACMGT 57243	52,217	2,100	8,667	41,450
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	22,000	RECYCLING STATIONS	CPFACMGT 58196	237,485	0	84,266	153,219
2							
3							
4							
5							
EXPLANATION			APPROVALS				
				DATE	APPROVED	DENIED	
			Oversight Committee				
			Controller				
			County Executive				
			Finance Committee				
<p>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.</p>							