

FUND TRANSFER REQUEST FORM

AGENCY		ADMIN	ORGANIZATION		FACILITIES		LEGISTAR FILE #		
TRANSFER AMOUNT(S) FROM					CURRENT BALANCES				
Amount in Whole \$\$		Account Title	Account Number (ORG-OBJECT)		Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	4,259	ATIP RELOCATION PROJECT	CPFACMGT 57060		6,807.46	0	2,548.00	4,259.46	
2	5,565	BPNN ROOFTOP HVAC UNIT	CPFACMGT 57425		12,524.75	0	6,959	5,565.75	
3	18,176	FEN OAK HEAT PUMP REPL	CPFACMGT 58040		61240.23	0	40852.00	20388.23	
4									
TRANSFER AMOUNT(S) TO					CURRENT BALANCES				
Amount in Whole \$\$		Account Title	Account Number (ORG-OBJECT)		Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	28,000	CCB 4 TH FLOOR IMPROVEMENTS	CPFACMGT 57020		1,653,357.43	24,748.11	1,648,458.34	(19,849.02)	
2									
3									
4									
EXPLANATION				APPROVALS					
INCREASE BUDGET FOR CCB 4 TH FLOOR IMPROVEMENTS TO CLOSE OUT PROJECT					DATE	APPROVED	DENIED		
				Oversight Committee					
				Controller					
				County Executive					
				Finance Committee					
<p style="font-size: small;">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>									