

# FUND TRANSFER REQUEST FORM

AGENCY Administration	ORGANIZATION Administration	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	14,677	Automation Projects	CPADMIN 57076	669,522	46,911	201,753	420,858
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	14,677	Microsoft Licensing Project	CPADMIN 57845	1,260,460	594,955	45,560	619,945
2							
3							
4							
5							
EXPLANATION			APPROVALS				
<p>The 2016 Microsoft True-up analysis contained an additional 2 licenses for the CIS Data Center licensing at \$7,338.24 per license for a total of \$14,676.48. The balance in the Microsoft Licensing Project account isn't sufficient to cover the 3<sup>rd</sup> yearly payment due in 2017. This transfer will restore the balance in the CPADMIN 57845 account to cover the anticipated payment due next year for Microsoft licensing and Premier Standard renewal.</p>				DATE	APPROVED	DENIED	
			Controller				
			County Executive				
<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>							