

FUND TRANSFER REQUEST FORM

| | | | | | | | |
|---|------------------|--------------------------------|------------------|---|-------------------------|--------------------------|---------------|
| AGENCY | EXTENSION | ORGANIZATION | EXTENSION | LEGISTAR FILE # | 2020 FTR-045 | | |
| TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue) | | | | | CURRENT BALANCES | | |
| Amount in Whole \$\$ | | Account Title | | Account Number (ORG-OBJECT-PROJECT) | Budgeted Amount | Available Balance | |
| 1 | 7193 | KITCHEN REMODEL AND APPLIANCES | | CPEXTNSN-58023 | 65000 | 7193 | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue) | | | | | CURRENT BALANCES | | |
| Amount in Whole \$\$ | | Account Title | | Account Number (ORG-OBJECT-PROJECT) | Budgeted Amount | Available Balance | |
| 1 | 7193 | OFFICE CHAIRS AND TABLES | | CPEXTNSN-57156 | 21837 | 21837 | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| EXPLANATION | | | | APPROVALS | | | |
| <p>Two price increases have taken place since the original budget request was made for conference room furniture. There are capital funds remaining from a remodel connected to the conference room for which furniture is being purchased. We would like to use those funds to cover the increased purchase price.</p> | | | | | 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> | | | | | | | |