

# FUND TRANSFER REQUEST FORM

AGENCY Public Works			ORGANIZATION Highway & Transportation				DATE 5/1/17	
TRANSFER AMOUNT(S) FROM				FOR ACCOUNTING USE ONLY				
Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Expended Amount	Balance		
1	104,244.82	ELECTRONIC TIMEKEEPING	HWFLTFAC-58867	110,097.09	0	0	110,097.09	
2	20,000.00	VOIP PHONE SYSTEM	HWFLTFAC-58869	20,000.00	0	0	20,000.00	
3	10,755.18	FUEL SYSTEM UPGRADE	HWFLTFAC-58870	10,755.18	0	0	10,755.18	
4								
5								
6								
7								
6								
TRANSFER AMOUNT(S) TO				FOR ACCOUNTING USE ONLY				
Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Expended Amount	Balance		
1	135,000.00	E SIDE GARAGE	HWFLTFAC-57360	183,517.93	178,482.25	1,483.44	3,552.24	
2								
3								
EXPLANATION			ACTION					
Transfer funds for change orders at the Eastside Garage.			Dept/Committee	Date	Approved		Denied	
			Oversight Committee					
			Controller					
			County Executive					
			Finance Committee					
Initial Request to be submitted to Controller for fund availability. The Department Head will assume responsibility for getting oversight committee approval before submitting request.								