

FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office		ORGANIZATION Capital Projects			LEGISTAR FILE # 2019 FTR-01		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	\$2,598	Radio System Replacement	CPSHRF 58161	\$157,510	\$18,598	\$19,773	\$119,139
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	\$2,598	Training Vehicle Radio System	CPSHRF 58047	\$16,000	\$0	\$0	\$16,000
2							
3							
4							
5							
EXPLANATION			APPROVALS				
<p>Vehicles used for training purposes at the Dane County Law Enforcement Training Center (DCLETC) require law enforcement radio communication systems that are in good working condition. Currently radio systems in training vehicles are insufficient for training purposes.</p> <p>The 2019 Sheriff's Office Adopted Budget approved \$16,000 to purchase 4 radio system packages for DCLETC training vehicles. The price of the radio system packages increased and additional funding of \$2,598 is required to purchase the radio equipment.</p>				DATE	APPROVED	DENIED	
			Controller				
			County Executive				
			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.				