

FUND TRANSFER REQUEST FORM

AGENCY	Land & Water Res	ORGANIZATION	Parks	LEGISTAR FILE #	2017 FTR-26		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	1,722	Morton Forest Maintenance Expense	LWRPKOP 20127				
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	1,600	LTE Expense	LWRPKOP 10072				
2	122	Social Security	LWRPKOP 10108				
3							
4							
5							
EXPLANATION			APPROVALS				
To transfer \$1,722 from Morton Forest Maintenance expense account to Parks LTE Expense and Social Security Expense for grounds maintenance of Morton Forest. An LTE will mow, mulch leaves and keep the use areas clean and prep them for winter. These funds shall carry forward until expended.				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.				