

FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office	ORGANIZATION Support Services Division	LEGISTAR FILE # 2024 FTR-029
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TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)					CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	4,841.88	Computer Software & Hardware	CPSHRF	57235	60,000.00	60,000.00
2						
3						
4						
	4,841.88	TRANSFER FROM TOTAL				

TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)					CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	4,841.88	Body Scanner	CPSHRF	57039	48,000.00	48,000.00
2						
3						
4						
	4,841.88	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
Capital funding of \$48,000 was approved in the 2024 Capital Budget for the purchase of VMI Spectrum 6040 Dual View X-Ray Scanner equipment for the Courthouse. The cost for this equipment has increased from \$48,000 to \$52,841.88 and, additional funding of \$4,841.88 is required for the procurement of the equipment. Funding of \$4,841.88 is available from the Computer Software & Hardware Capital Project, CPSHRF 57235, to fund this high priority project. Transferring \$4,841.88 will optimize capital project allocations and reduce capital borrowing.		DATE	APPROVED	DENIED
	Oversight Committee			
	Controller			
	County Executive			
	Finance Committee			
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.				