

FUND TRANSFER REQUEST FORM

AGENCY	ADMIN	ORGANIZATION	ADMIN	LEGISTAR FILE #	2019 FTR-32		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	10,436	RECYCLING STATIONS	CPFACMGT 58196	10,436		10,436	
2	10,404	BLOOMING GROVE FACILITY	CPADMIN 57113	33,209	0	12,517	
3							
4							
TRANSFER AMOUNT(S) TO				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	20,840	NORTHPORT ROOF REPLACEMENT	CPFACMGT 58033	18,620	8,360	4,100	
2							
3							
4							
EXPLANATION			APPROVALS				
Increase funding to address the failing roof in the "old boiler house" building at the Northport Campus. The condition of the roof has deteriorated more than anticipated.				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.							