

**FUND TRANSFER REQUEST FORM**

|                     |                                       |                                     |
|---------------------|---------------------------------------|-------------------------------------|
| <b>AGENCY ADMIN</b> | <b>ORGANIZATION CONSOLIDATED FOOD</b> | <b>LEGISTAR FILE # 2021 FTR-005</b> |
|---------------------|---------------------------------------|-------------------------------------|

| TRANSFER AMOUNT(S) FROM<br>(Decrease Expenditure or Increase revenue) |               |                                      |        |       | CURRENT BALANCES |                   |
|---|---------------|--------------------------------------|--------|-------|------------------|-------------------|
| Amount in Whole \$\$  | Account Title | Account Code<br>(ORG-OBJECT-PROJECT) |        |       | Budgeted Amount  | Available Balance |
| 1   | 38,905.71     | CFS HVAC REPLACEMENT                 | CFSADM | 58029 | 38,905.71        | 38,905.71         |
| 2   | 48,979.55     | CFS JOINT REPLACEMENT                | CFSADM | 58037 | 48,797.55        | 48,797.55         |
| 3   | 7,976.00      | CFS CARD ACCESS                      | CFSADM | 58044 | 7,976.00         | 7,976.00          |
| 4   |               |                                      |        |       |                  |                   |
|   | 95,861.26     | TRANSFER FROM TOTAL                  |        |       |                  |                   |

| TRANSFER AMOUNT(S) TO<br>(Increase Expenditure or Decrease Revenue) |               |                                      |        |       | CURRENT BALANCES |                   |
|---|---------------|--------------------------------------|--------|-------|------------------|-------------------|
| Amount in Whole \$\$  | Account Title | Account Code<br>(ORG-OBJECT-PROJECT) |        |       | Budgeted Amount  | Available Balance |
| 1   | 95,861.26     | DELIVERY TRUCK                       | CFSADM | 57313 | 60,000.00        | 16,037.00         |
| 2   |               |                                      |        |       |                  |                   |
| 3   |               |                                      |        |       |                  |                   |
| 4   |               |                                      |        |       |                  |                   |
|   | 95,861.26     | TRANSFER TO TOTAL                    |        |       |                  |                   |

| <p><b>EXPLANATION:</b> (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)</p> <p><b>DUE TO DAMAGE TO TWO EXISTING FLEET TRUCKS, CFS IS IN NEED OF ORDERING TWO ADDITIONAL TRUCKS IN 2021 TO BRING IT'S FLEET TO WHERE THEY NEED IT TO BE. THERE IS AVAILABLE FUND IN COMPLETED CAPITAL PROJECTS TO FUND THE PURCHASE.</b></p> | <p><b>APPROVALS</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:10%;">DATE</th> <th style="width:30%;">APPROVED</th> <th style="width:30%;">DENIED</th> </tr> </thead> <tbody> <tr> <td>Oversight Committee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Controller</td> <td></td> <td></td> <td></td> </tr> <tr> <td>County Executive</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Finance Committee</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="font-size: small;">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.</p> |          | DATE   | APPROVED | DENIED | Oversight Committee |  |  |  | Controller |  |  |  | County Executive |  |  |  | Finance Committee |  |  |  |
|---|---|----------|--------|----------|--------|---------------------|--|--|--|------------|--|--|--|------------------|--|--|--|-------------------|--|--|--|
|   | DATE  | APPROVED | DENIED |          |        |                     |  |  |  |            |  |  |  |                  |  |  |  |                   |  |  |  |
| Oversight Committee   |   |          |        |          |        |                     |  |  |  |            |  |  |  |                  |  |  |  |                   |  |  |  |
| Controller  |   |          |        |          |        |                     |  |  |  |            |  |  |  |                  |  |  |  |                   |  |  |  |
| County Executive  |   |          |        |          |        |                     |  |  |  |            |  |  |  |                  |  |  |  |                   |  |  |  |
| Finance Committee   |   |          |        |          |        |                     |  |  |  |            |  |  |  |                  |  |  |  |                   |  |  |  |