

FUND TRANSFER REQUEST FORM

AGENCY HIGHWAY	ORGANIZATION	LEGISTAR FILE # 2023 FTR-020
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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	102,621.97	CNG DEFUELER/REFUELER	HWFLTFAC	57282	160,000.00	160,000.00
2	19,517.80	CHIP SPREADER	HWFLTFAC	57331	460,000.00	19,517.80
3	250.59	PORTABLE 4 POST HYLIFT	HWFLTFAC	58108	61,535.75	250.59
4	8,609.64	PARK MOWERS	HWFLTFAC	58862	65,300.00	8,609.64
	131,000.00	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	95,000.00	USED TRUCK CHASSIS	HWFLTFAC	57036	304,000.00	15,587.50
2	11,000.00	CNG 2-TON UTILITY TRUCKS	HWFLTFAC	59211	500,000.00	90,758.24
3	25,000.00	HYBRID VEHICLES	HWFLTFAC	59215	232,000.00	54,050.63
4						
	131,000.00	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
1. Purchase additional safety attachments for barrel trucks 2. Purchase extended warranties for vehicles 3. Purchase additional hybrid vehicle for engineering		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.				