

**FUND TRANSFER REQUEST FORM**

<b>AGENCY</b>	<b>EXTENSION</b>	<b>ORGANIZATION</b>	<b>EXTENSION</b>	<b>LEGISTAR FILE #</b>	<b>2021 FTR-005</b>		
<b>TRANSFER AMOUNT(S) FROM</b> (Decrease Expenditure or Increase revenue)				<b>CURRENT BALANCES</b>			
<b>Amount in Whole \$\$</b>		<b>Account Title</b>		<b>Account Number</b> (ORG-OBJECT-PROJECT)			
				<b>Budgeted Amount</b>	<b>Available Balance</b>		
1	18,532	SALARIES AND WAGES		291,400	223,522		
2	1,473	RETIREMENT FUND		23,200	17,804		
3	1,417	SOCIAL SECURITY		23,400	18,271		
4	314	DENTAL		7,400	5,746		
5	64	DISABILITY INSURANCE		200	183		
<b>TRANSFER AMOUNT(S) TO</b> (Increase Expenditure or Decrease Revenue)				<b>CURRENT BALANCES</b>			
<b>Amount in Whole \$\$</b>		<b>Account Title</b>		<b>Account Number</b> (ORG-OBJECT-PROJECT)			
				<b>Budgeted Amount</b>	<b>Available Balance</b>		
1	21,800	POSUWEXTES		627,500	396,138		
2							
3							
4							
<b>EXPLANATION</b>			<b>APPROVALS</b>				
One of the last remaining traditional Extension Agent contracts with the university has ended with the agent's retirement. The funds transfer will move the funds allocated for the traditional contract over to the Extension educator POS budget line. This will bring the position into the same budget line as the department's other university employees.				<b>DATE</b>	<b>APPROVED</b>		
						<b>DENIED</b>	
			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.							