

# FUND TRANSFER REQUEST FORM

AGENCY	District Attorney	ORGANIZATION	Victim Witness	LEGISTAR FILE #			
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	11,500	Limited Term Employees	DA1STOFF 10072	11,500	0	0	11,500
2							
3							
4							
5							
TRANSFER AMOUNT(S) TO				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	11,500	Limited Term Employees	DAVICWIT 10072	5,300	0	3,471.83	1,828.17
2							
3							
4							
5							
EXPLANATION				APPROVALS			
This transfer is to cover LTE Judy Munaker's costs in the Crime Response Program.					DATE	APPROVED	DENIED
				Controller			
				County Executive			
				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.			