

FUND TRANSFER REQUEST FORM

AGENCY Public Works	ORGANIZATION Highway & Transportation	LEGISTAR FILE # 2021 FTR-015
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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	6,375.84	TRUCK BROOMS	HWFLTFAC	57135		34,000.00	6,375.84
2							
3							
4							
	6,375.84	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	6,375.84	SWEEPER	HWFLTFAC	58242		40,000.00	40,000.00
2							
3							
4							
	6,375.84	TRANSFER TO TOTAL					

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
Cost for the sweeper came in higher than originally budgeted		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.				