

FUND TRANSFER REQUEST FORM

AGENCY	ADMIN	ORGANIZATION	ADMIN	LEGISTAR FILE #	2019 FTR-27		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	\$10,000	Info. Mgt. Remodel	CPADMIN 58674	1,030,473.17	81,907.22	795,267.60	153,298.35
2							
3							
4							
TRANSFER AMOUNT(S) TO				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	\$10,000	Printing and Services Remodel	CPFACMGT 58028	512,275.84	1,231.88	506,319.65	4,724.31
2							
3							
4							
EXPLANATION				APPROVALS			
Additional funds are required to close out the Printing and Services remodel project.					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.							