

# FUND TRANSFER REQUEST FORM

AGENCY	District Attorney	ORGANIZATION	Victim Witness	LEGISTAR FILE #
TRANSFER AMOUNT(S) FROM				
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	CURRENT BALANCES Encumbered Amount
1 11,500	Limited Term Employees	DA1STOFF 10072	11,500	0
2				0
3				
4				
5				11,500
TRANSFER AMOUNT(S) TO				
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	CURRENT BALANCES Encumbered Amount
1 11,500	Limited Term Employees	DAVICWIT 10072	4,400	0
2				7,165.24
3				
4				
5				-2,765.24
EXPLANATION				
<p>The overage in the DAVICWIT LTE line is covered by the surplus in the DA1STOFF line and this formalizes the transfer. We verified these funds were available before the overage (due to LTE Munaker's hours) occurred.</p>				
APPROVALS				
		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.				