

FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office	ORGANIZATION Security Services Division	LEGISTAR FILE # 2021 FTR-040 Conveyor System
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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	96,900.00	Design/Construct Precinct	CHSHRF	58837	3,800,614.00	253,047.00
2						
3						
4						
	96,900.00	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	96,900.00	Conveyor System	CPSHRF	57304	78,100.00	78,100.00
2						
3						
4						
	96,900.00	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
Capital funding of \$78,100 was approved in 2020 to replace the property conveyor chain system in the Public Safety Building including pins, pivots, wheels, yokes, carriers, drive belts and drive sprockets. Additional funding of \$96,900 is required to complete the project based on the current project quote of \$175,000. The conveyor was installed in 1993 and requires refurbishment to remain operational. Funding of \$96,900 is available from the Design/Construct Precinct Capital Project, CPSHRF 58837, to fund this high priority project. Transferring \$96,900 will optimize capital project allocations and reduce capital borrowing.		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.				