

FUND TRANSFER REQUEST FORM

AGENCY Highway	ORGANIZATION Highway & Transportation	LEGISTAR FILE # 2022 FTR-009
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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	105,000.00	TRI AXLE TRUCKS*	HWFLTFAC	58852	4,546,794.00	3,737,933.00
2						
3						
4						
	105,000.00	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	60,000.00	SHOULDER MACH-SELF PROPELLED	HWFLTFAC	58142	300,000.00	300,000.00
2	45,000.00	EMERGENCY REPAIR/REPLACEMENT	HWFLTFAC	58866	200,059.00	224,508.00
3						
4						
	105,000.00	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
<p>1. Bid prices are anticipated to be higher than originally budgeted for the shouldering machine.</p> <p>2. The existing fuel truck has maintenance issues and is in need of replacement.</p> <p>*Tri-axle trucks are not available to order in the foreseeable future.</p>		DATE	APPROVED	DENIED
	Oversight Committee			
	Controller			
	County Executive			
	Finance Committee			
<p>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.</p>				