

FUND TRANSFER REQUEST FORM

AGENCY ADMIN			ORGANIZATION ADMIN				DATE 3/28/17	
TRANSFER AMOUNT(S) FROM					FOR ACCOUNTING USE ONLY			
Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Actual Amount	Balance		
1	16,340	Northport Energy Efficiency	CPADMIN 57950	2,202,400	191,373	0	2,011,027	
2								
3								
4								
5								
6								
7								
6								
TRANSFER AMOUNT(S) TO					FOR ACCOUNTING USE ONLY			
Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Actual Amount	Balance		
1	16,340	OEI Space Renovation	CPADMIN 57970	4,822	1,250	1,1153	2,419	
2								
3								
EXPLANATION			ACTION					
Due to project change orders required during the project, additional funds are necessary			Dept/Committee	Date	Approved	Denied		
			Oversight Committee					
			Controller					
			County Executive					
			Finance Committee					
			Initial Request to be submitted to Controller for fund availability. The Department Head will assume responsibility for getting oversight committee approval before submitting request.					