

FUND TRANSFER REQUEST FORM

AGENCY	ADMINISTRATION	ORGANIZATION	FACILITIES	LEGISTAR FILE #	2017 FTR-12		
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TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$		Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	6,865	COURTHOUSE EXT JOINT REPL	CPFACMGT 57243	59,082.49	2,100	8,666.79	48,315.70
2							
3							
4							
5							

TRANSFER AMOUNT(S) TO				CURRENT BALANCES			
Amount in Whole \$\$		Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	6,865	CCB 4 TH FLOOR CARPET	CPFACMGT 58025	91,000	0	0	91,000
2							
3							
4							
5							

EXPLANATION	APPROVALS			
The additional funds are needed to cover the cost of installing the carpet after work hours.		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.			