

# FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office		ORGANIZATION Capital Projects			LEGISTAR FILE # 2017 FTR-41		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	\$20,440	Reconfigure Jail Pod 3A/4A	CPSHRF 58841	\$27,900	\$0	\$0	\$27,900
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	\$20,440	Camera View Blackout Area	CPSHRF 57121	\$29,000	\$0	\$0	\$29,000
2							
3							
4							
5							
EXPLANATION			APPROVALS				
<p>To maintain secure housing areas in PSB Jail and to follow the State Jail Inspectors recommendations, installation of slider outer door card reader access and cameras in the PSB Jail is required. Currently outer security sliding doors are operated manually by civilian employees and the practice is extremely labor intensive, ineffective, and poses a security and safety hazard to staff and inmates. Total project cost for PSB outer slider door card reader access and cameras is \$49,440. Requesting a \$20,440 fund transfer to shift financial resources from a low priority capital project to a high priority capital project involving security of inmates and staff, and to optimize capital project allocations.</p>				DATE	APPROVED	DENIED	
			Controller				
			County Executive				
			<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>				