

# FUND TRANSFER REQUEST FORM

<b>AGENCY</b> Sheriff's Office	<b>ORGANIZATION</b> Field Services	<b>LEGISTAR FILE #</b> 2018 FTR-31
-----------------------------------	---------------------------------------	---------------------------------------

TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	\$900	WEM Grant Training	SHRFFLD 82015	\$1,200	\$0	\$0	\$1,200
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	\$900	WEM Grant Training	SHRFFLD 20257	\$1,200	\$0	\$0	\$1,200
2							
3							
4							
5							

EXPLANATION	APPROVALS				
Total grant (2018-MFF-02-11215) award is \$2,100; increasing expenditure and revenue account lines by \$900 to equal grant award amount of \$2,100.		DATE	APPROVED	DENIED	
	Controller				
	County Executive				
	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.				