

FUND TRANSFER REQUEST FORM

AGENCY ADMIN		ORGANIZATION FACILITIES MGMT		LEGISTAR FILE # 2020 FTR-044	
TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)					CURRENT BALANCES
Amount in Whole \$\$		Account Title	Account Number (ORG-OBJECT-PROJECT)	Budgeted Amount	Available Balance
1	1,105.00	COURTHOUSE HVAC CONTROLS	CPFACMGT-57294	600,000	221,293
2					
3					
4					
TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)					CURRENT BALANCES
Amount in Whole \$\$		Account Title	Account Number (ORG-OBJECT-PROJECT)	Budgeted Amount	Available Balance
1	1,105.00	COURTHOUSE CHILLER TEARDOWN	CPFACMGT-57279	125,000	11,141
2					
3					
4					
EXPLANATION			APPROVALS		
CHILLER TEARDOWN PROJECT WILL REQUIRE AN ADDITIONAL \$1,105.00 OVER WHAT WAS BUDGETED TO COMPLETE THE PROJECT. FUNDS ARE AVAILABLE IN THE COURTHOUSE HVAC CONTROL PROJECT.				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.					