

**FUND TRANSFER REQUEST FORM**

<b>AGENCY</b> Emergency Management	<b>ORGANIZATION</b> EMEMRPLN	<b>LEGISTAR FILE #</b> 2023 FTR-043			
<b>TRANSFER AMOUNT(S) FROM</b> (Decrease Expenditure or Increase revenue)					
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)	Budgeted Amount	Available Balance	
1	\$5,000.00	Sandbags Expenditures	EMEMRPLN 22302	\$5,000.00	\$5,000.00
2					
3					
4					
	\$5,000.00	TRANSFER FROM TOTAL			
<b>TRANSFER AMOUNT(S) TO</b> (Increase Expenditure or Decrease Revenue)			<b>CURRENT BALANCES</b>		
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)	Budgeted Amount	Available Balance	
1	\$5,000.00	Operating Equipment Expense	EMEMRPLN 21809	\$4,487.00	\$963.78
2					
3					
4					
	\$5,000.00	TRANSFER TO TOTAL			
<b>EXPLANATION:</b> (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			<b>APPROVALS</b>		
Emergency Management did not have a need to purchase sandbags this calendar year and would benefit from using the funds to purchase a planning software for use in the Emergency Operations Center and for local event planning.			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.					