

**FUND TRANSFER REQUEST FORM**

<b>AGENCY</b> Sheriff's Office	<b>ORGANIZATION</b> Support Services Division	<b>LEGISTAR FILE #</b> 2024 FTR-007
<b>TRANSFER AMOUNT(S) FROM</b> (Decrease Expenditure or Increase revenue)		
<b>Amount in Whole \$\$</b>	<b>Account Title</b>	<b>Account Code</b> (ORG-OBJECT-PROJECT)
1 5,212.00	Computer Hardware and Software	CPSHRF 57235
2		
3		
4		
5,212.00	<b>TRANSFER FROM TOTAL</b>	
<b>TRANSFER AMOUNT(S) TO</b> (Increase Expenditure or Decrease Revenue)		
<b>Amount in Whole \$\$</b>	<b>Account Title</b>	<b>Account Code</b> (ORG-OBJECT-PROJECT)
1 5,212.00	Security Update Courthouse and Public Safety Building	CPSHRF 51058
2		
3		
4		
5,212.00	<b>TRANSFER TO TOTAL</b>	
<b>EXPLANATION:</b> (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)		
Capital funding of \$54,200 was approved in the 2024 Capital Budget for security updates in the Courthouse and the Public Safety Building for installation of security equipment including locking solenoids, card readers, cable, conduit, wiring, camera licenses, a network switch, cables, mounting accessories, programming, configuration, and labor costs. The cost for this equipment has increased and, additional funding of \$5,212 is required for the procurement and installation of the equipment. Funding of \$5,212 is available from the Computer Hardware and Software Capital Project, CPSHRF 57235, to fund this high priority project. Transferring \$5,212 will optimize capital project allocations and reduce capital borrowing.		
<b>APPROVALS</b>		
	<b>DATE</b>	<b>APPROVED</b>
	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.		