

FUND TRANSFER REQUEST FORM

AGENCY: Public Safety Communication	ORGANIZATION:	LEGISTAR FILE # 2024 FTR-004
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TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)						CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)				Budgeted Amount	Available Balance
1	\$4,064.46	BACK UP CENTER EQUIPMENT	CPPUBSAF	57078		\$37,918.46	\$7,964.46
2							
3							
4							
	\$4,064.46	TRANSFER FROM TOTAL					

TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)						CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)				Budgeted Amount	Available Balance
1	\$4,064.46	HEADSET REPLACEMENTS	CPPUBSAF	52104		\$1,648.38	-\$1,052.14
2							
3							
4							
	\$4,064.46	TRANSFER TO TOTAL					

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
<p>The funds transferred over for headsets was not sufficient to account for the turnover and new staffing PSC is experiencing in 2024. The Back Up Center Equipment funding is no longer necessary as PSC prepares to transition its' primary center into back up.</p>		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.				