

FUND TRANSFER REQUEST FORM

AGENCY Highway		ORGANIZATION			LEGISTAR FILE #2025 FTR-031		
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	\$43,428.07	Hydro Excavator Vacuum Truck	HWFLTFAC	51024		\$43,428.07	\$43,428.07
2	\$31,870.70	CNG 2-Ton Utility Trucks	HWFLTFAC	59211		\$31,870.70	\$31,870.70
3							
4							
	\$75,298.77	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	\$75,298.77	Sign Truck	HWFLTFAC	58855		\$458,394.56	\$324,422.56
2							
3							
4							
	\$75,298.77	TRANSFER TO TOTAL					
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)				APPROVALS			
The cost for the purchase and setup of the new sign truck is higher than estimated.					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.			