

FUND TRANSFER REQUEST FORM

AGENCY Administration		ORGANIZATION Facilities Management		LEGISTAR FILE #2026 FTR-002	
TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)					
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)	Budgeted Amount	CURRENT BALANCES	
1	CCB 1ST FL SPACE REMODEL-PW	CPFACMGT 57057	\$956,000.00	\$943,020.00	
2					
3					
4					
\$142,000.00	TRANSFER FROM TOTAL				
TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)					
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)	Budgeted Amount	CURRENT BALANCES	
1	DCCH CARPET REPLACEMENT	CPFACMGT 58407	\$345,000.00	\$10,001.00	
2					
3					
4					
\$142,000.00	TRANSFER TO TOTAL				
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)					
Additional areas of worn and unsafe carpet conditions have been identified at the Dane County Courthouse. Additional funding is needed for the replacement of these additional areas of worn carpet and related furniture moving expenses.					
APPROVALS					
		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.					