

FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office		ORGANIZATION Support Services Division			LEGISTAR FILE # 2025 FTR-001			
<div>TRANSFER AMOUNT(S) FROM</div> <div>(Decrease Expenditure or Increase revenue)</div>							CURRENT BALANCES	
Amount in Whole \$\$		Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance	
1	4,724.10	Computer Software & Hardware	CPSHRF	57235		224,197.96	188,019.97	
2								
3								
4								
	4,724.10	TRANSFER FROM TOTAL						
<div>TRANSFER AMOUNT(S) TO</div> <div>(Increase Expenditure or Decrease Revenue)</div>							CURRENT BALANCES	
Amount in Whole \$\$		Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance	
1	4,724.10	Body Scanner	CPSHRF	57039		52,841.88	52,841.88	
2								
3								
4								
	4,724.10	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>Capital funding of \$48,000 was approved in the 2024 Capital Budget for the purchase of VMI Spectrum 6040 Dual View X-Ray Scanner equipment for the Courthouse. The cost for this equipment increased due to inflation. A funds transfer was approved in Feb, 2025 to allocate an additional \$4,841.88 for this project. The cost for this equipment has increased once again due to tariffs being charged. Therefore, additional funding of \$4,724.10 is required for the procurement of the equipment. Funding of \$4,724.10 is available from the Computer Software & Hardware Capital Project, CPSHRF 57235, to fund this high priority project. Transferring \$4,724.10 will optimize capital project allocations and reduce capital borrowing.</p>				DATE	APPROVED	DENIED		
			Oversight Committee					
			Controller					
			County Executive					
			Finance Committee					
			<p>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.</p>					