

FUND TRANSFER REQUEST FORM

AGENCY	Administration	ORGANIZATION	Facilities Management	LEGISTAR FILE #	2023 FTR-023
TRANSFER AMOUNT(S) FROM					
(Decrease Expenditure or Increase revenue)					
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)	Budgeted Amount	CURRENT BALANCES	
1 14,000	JCO/NIP LOBBY SECURITY	CPFACMGT 57696	980,400	118,103	
2					
3					
4					
14,000	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 14,000	Job Center Fire Panel Replacement	CPFACMGT 58308	60,000	60,000	
2					
3					
4					
14,000	TRANSFER TO TOTAL				
APPROVALS					
(Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)					
<p>The fire panel at the Dane County Job Center and the annunciator panel at the Neighborhood Intervention Program Building are at end of supported life and need to be replaced. Facilities Management budgeted \$60,000 in 2021 to replace the panel and annunciator, and have extended the life of the panel through repairs. To avoid future issues, the panel equipment needs to be replaced. Because the existing devices are proprietary, all new devices also need to be installed at both buildings. The expanded scope and the increased cost of materials requires \$14,000 of additional funding be transferred into the capital line to complete the project.</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>					