

FUND TRANSFER REQUEST FORM

AGENCY OFFICE OF JUSTICE REFORM	ORGANIZATION OFFICE OF JUSTICE REFORM	LEGISTAR FILE # 2026 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	\$1,000.00	SOFTWARE MAINTAINENCE	OCJR	32431	\$8,400.00	\$8,400.00
2						
3						
4						
	\$1,000.00	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	\$1,000.00	TELEPHONE	OCJR	22736	\$700.00	\$186.40
2						
3						
4						
	\$1,000.00	TRANSFER TO TOTAL				

<p>EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)</p> <p>ADDED PHONE LINES (1) FOR COMMUNITY COURT COORDINATOR; (2) COMMUNITY JUSTICE COUNCIL FOR TECHNICAL ASSISTANCE DURING COMMUNITY JUSTICE COUNCIL AND SUBCOMMITTEE MEETINGS. EXPENSES THEREFORE HAVE INCREASED FROM 2026 PROJECTED BUDGET.</p>	<p>APPROVALS</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:10%;">DATE</th> <th style="width:30%;">APPROVED</th> <th style="width:30%;">DENIED</th> </tr> </thead> <tbody> <tr> <td>Oversight Committee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Controller</td> <td></td> <td></td> <td></td> </tr> <tr> <td>County Executive</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Finance Committee</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <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>		DATE	APPROVED	DENIED	Oversight Committee				Controller				County Executive				Finance Committee			
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