

FUND TRANSFER REQUEST FORM

| | | | | | | | | |
|--|-------------|-------------------------------------|--------------------------------------|-------|-------------------------------------|-----------------|-------------------|--|
| AGENCY Administration | | ORGANIZATION Facilities Mgt. | | | LEGISTAR FILE # 2025 FTR-016 | | | |
| <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 | \$10,000.00 | HS CARD ACCESS SYSTEM UPGRADE | CPFACMGT | 58412 | | \$300,000.00 | \$13,022.00 | |
| 2 | \$9,000.00 | ROTH STREET FIRE ESCAPE REPLACE | CPFACMGT | 58466 | | \$145,000.00 | \$17,002.00 | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| | \$19,000.00 | 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 | \$19,000.00 | TELLURIAN FACILITY IMPROVEMENTS | CPFACMGT | 51069 | | \$106,255.00 | \$9,660.00 | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| | \$19,000.00 | TRANSFER TO TOTAL | | | | | | |
| EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.) | | | APPROVALS | | | | | |
| Funds needed to replace door locking hardware and accessories to free passage and delayed egress hardware and accessories. | | | | 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. | | | | | | | | |