

**FUND TRANSFER REQUEST FORM**

**AGENCY** Emergency Management      **ORGANIZATION** EMS

**LEGISTAR FILE #2023 FTR-033**

TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)		CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Budgeted Amount	Available Balance
1	Emergency Medical Services Revenue	\$1,000.00	\$10,397.42
2			
3			
4			
\$5,200.00	TRANSFER FROM TOTAL		
TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)		CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Budgeted Amount	Available Balance
1	Operational Sustainability	\$6,972.00	\$4,063.40
2			
3			
4			
\$5,200.00	TRANSFER TO TOTAL		
<p><b>EXPLANATION:</b> (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)</p> <p><b>Emergency Management will be receiving funds for assisting with the Luke Bryan Concert. Emergency Management is requesting to use the additional funds to purchase radio batteries.</b></p>			
<b>APPROVALS</b>			
	DATE	APPROVED	DENIED
<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>			