

FUND TRANSFER REQUEST FORM

AGENCY Administration	ORGANIZATION Facilities Management	LEGISTAR FILE # 2025 FTR-012
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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	\$94,600.00	DCCH HVAC IMPROVEMENTS	CPFACMGT	51066		\$490,000.00	\$263,465.00	
2								
3								
4								
	\$94,600.00	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	\$94,600.00	DCCH COOLING TOWER REPLACEMENT	CPFACMGT	51064		\$850,000.00	\$479,282.00	
2								
3								
4								
	\$94,600.00	TRANSFER TO TOTAL						

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
Transfer of funds requested to purchase 2 chiller units to replace a failed chiller and a chiller in distress to provide cooling for the Dane County Courthouse and to cover the cost of system design fees.		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.				