

**FUND TRANSFER REQUEST FORM**

<b>AGENCY</b> Administration	<b>ORGANIZATION</b> Facilities Management	<b>LEGISTAR FILE #</b> 2023 FTR-006
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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	3570	Courthouse HVAC Controls	CPFACMGT	57294	600,000	13,915.47
2						
3						
4						
	3570	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	3570	DCCH Elevator Equip Rm Cooling	CPFACMGT	57059	38,500	38,500
2						
3						
4						
	3570	TRANSFER TO TOTAL				

<b>EXPLANATION:</b> (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	<b>APPROVALS</b>			
Capital funding of \$38,500 was approved in the 2023 Budget for the replacement of failed cooling units in the elevator equipment rooms on the rooftop of the Dane County Courthouse. Additional cooling units have since shown signs of failure, resulting in a shortfall of \$3,570 in the budget line to replace all of the cooling units that are needed to ensure cooling of the elevator equipment rooms and reliable operation of the Courthouse elevator cars.		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.				