

Request to Transfer Departmental Budget Dollars to another category

Effective October 1, 2015 (Resolution # 15-2292), the City Administrator must pre-approve all transfers of departmental budget dollars if the transfer is between different categories. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval.

Instructions:

Complete items below and submit to the City Administrator. Once the request is approved, a Resolution item must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Darrell Russell
Department Sanitation

Date Submitted 2/16/2018

Budget Category From Operations To Personnel

If Personnel Accounts, Approval from Human Resources Director is required.

Sandra Pato
Signature & Date

Reason for transfer:

More money needed for part time salaries. Extra work for my part time driver

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$7,000.00</u>	<u>100-610-5010</u>	<u>100-610-1015</u>
<u>\$</u>	_____	_____
<u>\$</u>	_____	_____
<u>\$</u>	_____	_____
<u>\$</u>	_____	_____
<u>\$</u>	_____	_____
<u>\$</u>	<u>7,000.00</u>	Total Amount to Transfer Between Categories.

Approval by City Administrator Michael L. Thayer 2/22/18
Signature Date

Finance Department Use Only:

Budget Adjustment Posted: _____
Resolution # _____ Signature _____ Date _____

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****