

Request to Transfer Departmental Budget Dollars within a category

Effective October 1, 2015 (Resolution # 15-2292), the Finance Director can approve departmental budget transfers between accounts within a category. Categories consist of Personnel and Operational expenses.

Instructions:

Complete items below and submit to the Finance Director/City Treasurer. Once the request is approved, the form will be used to enter the budget adjustment. After the budget adjustment is posted the department will be notified via email with a copy of this form.

Department Head Chad Christian
Department Engineering
Budget Category Capital
Date Submitted 24-Jun

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

Signature & Date

Reason for transfer:

22-1126RES funded the construction of the Juniper Street South Extension Project. A water main conflict was identified in the field that required relocation and a Change Order. The Change Order is needed to fund this additional work. There are sufficient funds remaining in the CE&I agreement with GMC to cover these costs.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$57,787.50	400-3020-5141 R42 (Prof 22-1129)	400-3020-5141 R42 (CONST 22-1126)
\$57,787.50	Total Amount to Transfer Between Accounts.	



Finance Department Use Only:

Approval by Finance Director/City Treasurer

Signature Date

Budget Adjustment Posted

Signature Date