

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.

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.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$2,887.20	12-600-9375 A14 GCE	12-665-7369
\$2,801.95	Increase 12-5831 & 12-665-7369 - Zero Budget Impact	
\$		
\$		
\$		
\$ 5,689.15	Total Amount to Transfer Between Categories.	

Signature _____

Date _____

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