


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. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below (including directors signature) 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 Pam Harris 
 Department Municipal Complex Signature

Date Submitted 8/31/2023

Budget Category From Capital Purchase To Operating

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

Signature & Date

Reason for transfer:

Purchase 2 spare LED lights for the Civic Center stage area.

Purchase a portable bar for the Civic Center

Purchase 2 Back Pack Waxing Applicators

| Amounts to Transfer | From (Account Number & Name) | To (Account Number & Name) |
|---------------------|---|---|
| <u>\$7,000</u> | <u>100-1020-5100 (Capital Purchase)</u> | <u>100-1020-6053 (Sm Tools & Equipment)</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| <u>\$ 7,000.00</u> | <u>Total Amount to Transfer Between Categories.</u> | |

Approval by City Administrator  8/31/23
 Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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