

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 David Thompson
Department Sports Tourism
Budget Category Capital

Date Submitted 08/26/2019

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

Signature & Date

Reason for transfer:

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 9,251.00	100-5042-5101 Capital Purchase Multi	100-5041-5100
\$		
\$		
\$		
\$		
\$		
\$		
\$ 9,251.00	Total Amount to Transfer Between Accounts.	

=====

Finance Department Use Only:

Approval by Finance Director/City Treasurer

David Thompson
Signature

8/26/2019
Date

Budget Adjustment Posted

Signature

Date