

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

Bonnie
Depot Museum

Date Submitted

6/28/2016

From

To 01-623-1015 4900
01-623-1030 41215

Budget Category

01-623-4010

Sandra Ray 7/20/16

Signature & Date

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

Reason for transfer:

Amounts to Transfer

From (Account Number & Name)

To (Account Number & Name)

\$ 900

01-623-4010

01-623-1015

\$ 1215

11

01-623-1030

\$

\$

\$ 2115

Total Amount to Transfer Between Categories.

Approval by City Administrator

Mike Ray

6/30/16

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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