

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

Department

Depot Museum

Date Submitted

6/28/2016

Budget Category

01-623-4010

From

To 01-623-1015 \$90001-623-1030 \$1215

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

Sandra Pate 7/20/16

Signature & Date

Reason for transfer:

Amounts to Transfer

From (Account Number & Name)

To (Account Number & Name)

\$ 90001-623-401001-623-1015\$ 12151101-623-1030

\$

\$

\$

\$

\$ 2115 - Total Amount to Transfer Between Categories.

Approval by City Administrator

Mike Tray

Signature

6/30/16

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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