## 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		Chief David Wilson	
Department		Police	
Date Submitted		02/11/2019	
Budget Category		From Jail Funds	To Operational
If Personnel Accounts Ar	oproval fro	m Human Resources Director is required.	
ii reisoimei riceounts, ri	pprovuriro	Tuman resources Breston is required.	Signature & Date
Reason for transfer:			
To Purchase new Mobile	Restraint C	Chair	
Amounts to Transfer		From (Account Number & Name)	To (Account Number & Name)
\$	2,514.72	100-205-1050	100-2010-6053
0			
0			
		<del></del>	
\$	2 514 52 5	T. C. D	
		Γotal Amount to Transfer Between Categories.	
Approval by City Admini		_,_,_,_,_,_,_,	
Approval by City Admini	strator		
		Signature	Date
Budget Adjustment Poste	d:	Finance Department Use Only:	
Resolution #		Signature	Date

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