## 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	LaDonna Hinesley	
Department	Marketing	
Date Submitted	22-Jun-17	
	From	То
Budget Category	620 General Government	625 Marketing
If Personnel Accounts, Approval	from Human Resources Director is required.	
D 0		Signature & Date
Reason for transfer:		
Centennial Plaza bricks are being	sold at the Welcome Center. Request to move the	e budget there also.
		,
Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
balance in fund	01-620-4010 Centennial	01-625-4010 Centennial
\$		
\$		
\$		
\$		
\$ -	Total Amount to Transfer Between Categories	
Approval by City Administrator	Toughard Thyre	6/22/17
	Signature	Date
	-	
Budget Adjustment Posted:	Finance Department Use Only:	
Resolution #	Signature	Date

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