

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. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below (including directors signature) 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	Pam Harris	
Department	Municipal Complex	Signature
Date Submitted	12/12/2022	
Budget Category	From Capital	To Operations

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

Signature & Date

Reason for transfer:

After additional consideration, the decision to purchase residential size Washer & Dryer with Commercial capabilities will better fit the needs of our Municipal Complex custodial needs.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$3,000.00	100-1020-5100	100-1020-6053
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
\$ 3,000.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator


Signature

12/12/22
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****