

## 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  
Department

Pam Harris  
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

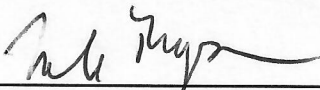
100-1020-6053

\$

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

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