Request to Transfer Departmental Budget Dollars to another category

Instructions:

Amounts to Transfer

Budget Adjustment Posted:

\$5,000

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.

Department Head	Darrell Russell	
Department	Public Works	— ` —s
Date Submitted	April 18 2018	-
	From	To
Budget Category	Maintenance Shop personel	Environmental personel
f Personnel Accounts, App	roval from Human Resources Director is required.	Sandra Pote
teason for transfer:		Signature & Date

\$		
\$		
\$		
\$ 5,000.00	Total Amount to Transfer Between Categories.	
 	· · - · - · - · - · - · - · - · - · - ·	

Approval by City Administrator

Ny Troy

4/20/18

From (Account Number & Name)

100-1050-5000 salaries

To (Account Number & Name)

100-2040-5002 part time salaries

Finance Department Use Only:

Resolution # Signature Date