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.

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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	Leslie Gahagan	
Department	Environmental	
Date Submitted	8-May-17	
	From	То
Budget Category	Operating	Capital Projects
Dauget Category	Operating	Capital Hojects
If Personnel Accounts, Approval fro	om Human Resources Director is required.	
Reason for transfer:		Signature & Date
	twice resulting in an overage of \$852.68	
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47-5-34		WALEER GRADE TO SHEET STORE TO SHEET
Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u> </u>		
\$ 852.68	Telephone 01-630-2020	Capital Project 12-665-7366
\$	· · · · · · · · · · · · · · · · · · ·	
\$		
\$		
\$ 852.68	Total Amount to Transfer Between Categories.	
Approval by City Administrator	Aul The	States
	Signature	Date
	Signature	Date
Budget Adjustment Posted:	Finance Department Use Only:	
Resolution #	Signature	Date

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