

**Request to Transfer Departmental Budget Dollars to another c:**

24-0097

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 Darrell Russell *Darrell Russell*  
 Department Street Department Signature

Date Submitted 1/29/2024

Budget Category From Capital To Operations

If Personnel Accounts, Approval from Human Resources Director is required. \_\_\_\_\_  
 Signature & Date

Reason for transfer:

Arrow boards came in less than \$4,000 a piece making them below the capital asset amount  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 20,000.00</u>	<u>100-3014-5100 Capital Purchases</u>	<u>100-3014-6163 Signs &amp; Street Markers</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>\$ 20,000.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

Approval by City Administrator  
 \_\_\_\_\_  
 Signature Date

**Finance Department Use Only:**

Budget Adjustment Posted:  
 \_\_\_\_\_  
 Resolution # Signature Date

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