

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.

Instructions:

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 Darrell Russell
Department Public Works

Date Submitted 03/24/2017

Budget Category From Operating To Personnel

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

Sandra Pate
Signature & Date

Reason for transfer:

Over time account used by special events

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 5,000.00</u>	<u>01-610-5010 Sanitation Small Tools</u>	<u>01-607-1011 Street Overtime</u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$ 5,000.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

Approval by City Administrator

July Ryan
Signature

3/24/17
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # Signature Date

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