
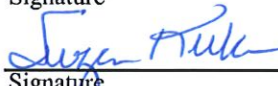


## Request to Transfer Departmental Budget Dollars to another Department

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 departments. 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.

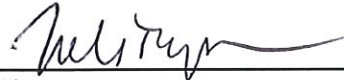
Department Head Transferring	Darrell Russell	
Department	Street	Signature
Department Head Receiving	Suzanne Kellams	
Department	Human Resources	Signature
Date Submitted	06/12/24	
Budget Category	From Expense	To Personnel

### Reason for transfer:

To cover the expenses of Truck Rental from Bishop State for Class A CDL's

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$3,700.00	100-3010-5000	100-1013-6114
\$ -	Total Amount to Transfer Between Categories.	

Approval by City Administrator

  
Signature

6/13/23  
Date

### Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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\*\*\*\*\* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN  
LEGISTAR \*\*\*\*\*