

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

Leslie Gahagan

Department

Environmental Mgmt

Date Submitted

3/25/16

Budget Category

From

Supplies + Small Tools

To

Personnel

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

Sandra Gate 3/25/16

Signature & Date

Reason for transfer:

need shirts to help identify workers at pressure and also pants for
workers.

Amounts to Transfer

\$ 350.00

From (Account Number & Name)

630-5020 Supplies

To (Account Number & Name)

630-1060 Uniforms (new Acct)

\$

\$

\$

\$

\$

- Total Amount to Transfer Between Categories.

Approval by City Administrator

Michael Ryan

Signature

3/28/16

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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