

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. 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	_____	_____
Department	_____	Signature
Date Submitted	_____	
	From	To
Budget Category	_____	_____
If Personnel Accounts, Approval from Human Resources Director is required.		_____
		Signature & Date

Reason for transfer:

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
\$ _____ -	Total Amount to Transfer Between Categories.	

Approval by City Administrator

_____	_____
Signature	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 *******