

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	Darrell Russell	
Department	Sanitation	Signature
Date Submitted	6/19/2020	
Budget Category	From Capital Purchases	To Operations
If Personnel Accounts, Approval from Human Resources Director is required.		Signature & Date

Reason for transfer:

Due to a higher than expected demand on 96 gallon green garbage cans, I would like to move 30K to replenish our stock for the rest of FY 20.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$30,000.00	100-4010-5100 capital purchases	100-4010-6053 small tools
\$ 30,000.00	Total Amount to Transfer Between Categories.	

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 *****