

Budget Adjustment and Transfer Request Form

(Budget Adjustments requiring Legislature action must be submitted as a resolution)

Department: Planning	Date: 12/12/2016
------------------------------------	--------------------------------

INSTRUCTIONS: *Submit **one (1) copy to the Finance Director** and **one (1) copy to Program Committee** through Minute Traq as a new file: "BUDGET ADJUSTMENT OR TRANSFER FOR INFORMATION ONLY"
**** NOTE: TARGET FOR PROGRAM COMMITTEE MEETING AND NOT THE LEGISLATURE**


From/Revenue Adjustment:

To/Expenditure Adjustment:

Budget Account	Account Title	AMOUNT	Budget Account	Account Title
8020.52206	Computer Equipment	\$1,500	8020.52214	Office Furnishings
8020.5223	Computer Software	\$60	8020.52214	Office Furnishings

Explanation Required:

Move unsued Computer Equipment and Software funds into Office Furnishings to allow for the purchase of meeting room chairs for the department.

SIGNATURES	Department Head: 	Date Signed:	
		12/12/2016	
	Director of Finance:	Date Signed:	