

Budget Adjustment and Transfer Request Form

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

Department: Central Services	Date: 12/14/2016
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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
1346.54310	Fuel	\$24	1346.54414	Local Mileage
1346.54310	Fuel	\$25	1346.54472	Telephone
	2016 Budget Year			

Explanation Required:

Year-end clean up

SIGNATURES	Department Head:	Date Signed:	
	Director of Finance:	Date Signed:	