

# Budget Adjustment and Transfer Request Form

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

<b>Department:</b> Assessment	<b>Date:</b> 12/16/2016
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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
42665	Sale of Equipment	\$2,790	52231	Vehicles
52206	Computer Equipment	\$757	52231	Vehicles

### Explanation Required:

Sale of Equipment: Sold our old Taurus (Ford). Proceeds to go towards purchase of 2016 Toyota Rav 4.

Computer Equipment: Transfer of funds to cover remaining cost of 2016 Toyota Rav 4.

<b>SIGNATURES</b>	Department Head:	Date Signed:	
		12/16/16	
	Director of Finance:	Date Signed:	