

**Budget Adjustment and Transfer Request Form**

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

<b>Department:</b> Central Services	<b>Date:</b> 2/3/2017
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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	\$230	1346.5100	Payroll
1346.54310	Fuel	\$14	1346.54414	Local Mileage
1346.54310	Fuel	\$21	1346.54472	Telephone
	2016 Budget			

**Explanation Required:**

Year-end clean up

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