

Budget Adjustment and Transfer Request Form

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

Department: Assessment	Date: 4/19/2017
-------------------------------	------------------------

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
54303	Office Supplies	\$2,179	51000796	Senior Val Spec
54306	Automotive Supplies	\$500	51000796	Senior Val Spec
54310	Automotive Fuel	\$2,383	51000796	Senior Val Spec
54330	Printing	\$81	51000796	Senior Val Spec

Explanation Required:

To bring Personal Services balance from a negative to a positive.

SIGNATURES	Department Head:	Date Signed:	
		4/19/17	
	Director of Finance:	Date Signed:	