

Budget Adjustment and Transfer Request Form

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

Department: Board of Elections	Date: 25-Apr-17
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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
1450.54400	Program Expense	\$4,450	1450.52206	Computer Equipment

Explanation Required:

We need to purchase new computers and monitors for our office to meet the new specifications of our elections management software from our vendor NTS. We will ultimately be paying for these out of rollover funds.

SIGNATURES	<u>Department Head:</u> 	<u>Date Signed:</u> 4/25/17	
	<u>Director of Finance:</u>	<u>Date Signed:</u>	