

Budget Transfer Request

Department: **Probation & Community Justice**

Date: **4/26/2017**

_____ (for Finance use)

<i>FROM:</i> Department Budget			<i>TO:</i> Department Budget		Detailed Explanation Required:	
Account	Title	AMOUNT	Account	Title		
1	3142.54400	Program Expense	440	3142.52214	Office Furnishings	To correctly allocate funds to purchase two replacement chairs for Probation staff
2						
3		NOTE: Request is for 2017 Budget				
4						
5						
6						
7						
8						
Date of Program Committee			Date Sent to Program Committee			
5/18/2017						
Sender's Initials _____						

SIGNATURES	Department Head	Date Signed	for County Administration use only
	Director of Finance	Date Signed	

**Routing: Submit 4 (four) copies to Finance-Comptroller
Submit 1 (one) copy to Program Committee for next agenda**