

# Budget Adjustment and Transfer Request Form

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

<b>Department:</b> Board of Elections	<b>Date:</b> 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	\$3,625	1450.52206	Computer Equipment

### Explanation Required:

Our current server is several years old and ITS recommended its immediate replacement. We will be ultimately paying for this out of our rollover funds.

<b>SIGNATURES</b>	Department Head:	<i>Elizabeth Cline</i>	Date Signed:	<i>4/25/17</i>
	Director of Finance:		Date Signed:	