

Budget Transfer Request

Department: **Probation & Community Justice**

Date: **5/9/2017**

_____ (for Finance use)

FROM: Department Budget			TO: Department Budget			Detailed Explanation Required:
Account	Title	AMOUNT	Account	Title		
1	3142.54400	Program Expense	220	3142.52214	Office Furnishings	To correctly allocate funds to purchase one replacement chair for Probation staff
2	3142.54400	Program Expense	1,456	3142.54340	Clothing	To correctly allocate funds to purchase bulletproof vests for two new Probation Officers (for enhanced safety when making client home visits)
3						
4		NOTE: Request is for 2017 Budget				
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**