

Budget Transfer Request

Department: **Probation & Community Justice**

Date: **6/15/2017**

# \_\_\_\_\_ (for Finance use)

FROM: Department Budget			TO: Department Budget		Detailed Explanation Required:	
Account	Title	AMOUNT	Account	Title		
1	3142.54400	Program Expense	90	3142.54332	Books	To correctly allocate funds to purchase three copies of the book "Emotional Survival for Law Enforcement: A Guide for Officers and their Families" for Probation staff
2						
3						
4		NOTE: Request is for 2017 Budget				
5						
6						
7						
8						
Date of Program Committee			Date Sent to Program Committee			
7/20/2017						
Sender's Initials _____						

<b>SIGNATURES</b>	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**