

Budget Adjustment and Transfer Request Form

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

Department: Board of Elections	Date: 14-Jun-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**

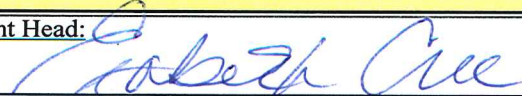

From/Revenue Adjustment:

To/Expenditure Adjustment:

Budget Account	Account Title	AMOUNT	Budget Account	Account Title
1450.54400	Program Expense	\$4,750	1450.54412	Travel/Training

Explanation Required:

We have new voting machine technicians who will be attending a couple of trainings this summer. This will cover registration and travel costs. We plan to ultimately pay for these expenses out of rollover funds.

SIGNATURES	Department Head: 	Date Signed: 6/14/17
	Director of Finance: 	Date Signed: