

Budget Adjustment and Transfer Request Form

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

Department: 3113- Sheriff	Date: 7/5/2017
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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**

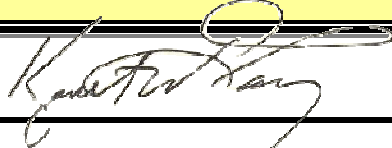
From/Revenue Adjustment:

To/Expenditure Adjustment:

Budget Account	Account Title	AMOUNT	Budget Account	Account Title
3113.42705	Gifts & Donations	\$134	3113.54319	Program Supplies
3113.42705	Gifts & Donations	\$300	3113.54319	Program Supplies

Explanation Required:

Multiple Budget Adjustments Required for Purchases as follows: \$134.00 for purchased supplies for the Project Lifesaver program and \$300.00 for vet services for the K-9 program. The revenue is received in a separate accounts (T20550025 and T2055) and then put into the Gifts & Donations Revenue line.

SIGNATURES	<u>Department Head:</u> 	<u>Date Signed:</u> 7/5/2017
	<u>Director of Finance:</u>	<u>Date Signed:</u>



