

# Budget Adjustment and Transfer Request Form

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

<b>Department:</b> 3113- Sheriff	<b>Date:</b> 6/13/2017
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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**

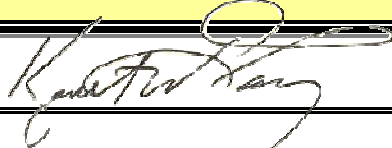
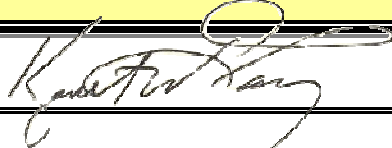
## From/Revenue Adjustment:

## To/Expenditure Adjustment:

Budget Account	Account Title	AMOUNT	Budget Account	Account Title
3113.42705	Gifts & Donations	\$920	3113.54319	Program Supplies
3113.42705	Gifts & Donations	\$30	3113.54319	Program Supplies

### Explanation Required:

Multiple Budget Adjustments Required for Purchases as follows: \$920.00 for purchased supplies for the Project Lifesaver program and \$30.00 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.

<b>SIGNATURES</b>	Department Head: 	Date Signed: 6/13/2017
	Director of Finance: 	Date Signed:





