

## Budget Adjustment and Transfer Request Form

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

<b>Department:</b> Ithaca-Tompkins County Transportation Council (ITCTC)	<b>Date:</b> 9/25/2017
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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:***

<b>Budget Account</b>	<b>Account Title</b>	<b>AMOUNT</b>	<b>Budget Account</b>	<b>Account Title</b>
A8681.54452	Postage	200.00	A8681.54472	Telephone

### **Explanation Required:**

Budget transfer of funds from unused postage line item to the telephone line item for the payment of phone bills with the aim of zeroing out the A8681 budget by the end of the year.