

Budget Transfer Request

Department: **Probation & Community Justice**

Date: **12/1/2017**

_____ (for Finance use)

<i>FROM:</i> Department Budget			<i>TO:</i> Department Budget			Detailed Explanation Required:
Account	Title	AMOUNT	Account	Title		
1	3142.54400	Program Expense	200	3142.52214	Office Furnishing	To purchase four Adjustable Portable Folding Lap Desks for Front Office staff to help them access papers when working in standing position
2	3142.54400	Program Expense	400	3142.52214	Office Furnishing	To purchase one Executive Desk for a recently hired Probation Officer
3	3142.54400	Program Expense	220	3142.52214	Office Furnishing	To purchase one File Cabinet for a recently hired Probation Officer
4						
5						
6						
7						
8						
Date of Program Committee			Date Sent to Program Committee			
12/21/2017						Sender's Initials _____

SIGNATURES	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**