Budget Transfer Request

Department: 4090 Environmental Health **Date:** December 5, 2017 #_____ (for Finance use)

	FROM: Department Budget Account	Title	AMOUNT	*TO:* Department Budget Account	Title	Detailed Explanation Required:
1	4090.54425	Service Contracts	$1,900	4090.52230	Computer Software	Purchase of two Laserfiche licenses; funds available in Service Contracts.
2	4090.54412	Travel/Training	$250	4090.52230	Computer Software	Realigning grant expenses. Additional funds needed in software line to purchase two Laserfiche licenses with Drinking Water grant funds.
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Date of Program Committee: 12/18/2017

Date Sent to Program Committee: _____

Sender's Initials_____

SIGNATURES

Department Head: Brenda L. Sunnell Crosby Date Signed: 12/5/17

Director of Finance Date Signed

for County Administration use only

Routing: Submit 4 (four) copies to Finance-Comptroller
Submit 1 (one) copy to Program Committee for next agenda