

Budget Adjustment and Transfer Request Form

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

Department: District Attorney	Date: 14-Nov-17
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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

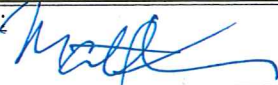
From/Revenue Adjustment:

To/Expenditure Adjustment:

Budget Account	Account Title	AMOUNT	Budget Account	Account Title
1165.5433	Printing	\$1,200	1165.54303	Office Supplies

Explanation Required:

Transfer of funds for office supplies.

SIGNATURES	Department Head: 	Date Signed: 11/15/17
	Director of Finance:	Date Signed: