

Budget Transfer Request

Department: **Probation & Community Justice**

Date: **12/15/2017**

_____ (for Finance use)

<i>FROM:</i>			<i>TO:</i>			
Department Budget Account	Title	AMOUNT	Department Budget Account	Title	Detailed Explanation Required:	
1	3989.54442	Professional Services	1,280	3989.54333	Education & Promotion	To correctly allocate funds between the two budget lines
2						
3						
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**