

Budget Adjustment and Transfer Request Form

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

Department: Clerk of the Legislature and Legislature	Date: 12/29/17
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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
1010 54414	Local Mileage	\$1,391.00	1010 54412	Travel/Training
1040 54330	Printing	\$649.22	1010 54412	Travel/Training
1040 54303	Office Supplies	\$915.23	1040 52206	Computer Equipment
1040 54452	Postage	\$249.00	1040 52206	Computer Equipment

Explanation Required:

Budget adjustments to bring accounts into balance.	
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SIGNATURES	Department Head: _____	Date Signed: _____	
	Director of Finance: _____	Date Signed: _____	