

Budget Adjustment and Transfer Request Form

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

Department: ITS (1680,1683,1685)	Date: 12/29/2017
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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
1683.54425	Service Contracts	\$187.50	1680.52202	Network Components
1685.54412	Travel & Training	\$2,500.00	1680.52202	Network Components
1680.54414	Local Mileage	\$200.00	1680.52202	Network Components

Explanation Required:

Budget adjustments to bring operational accounts into balance.

SIGNATURES	Department Head: 	Date Signed: 12/29/2017
	Director of Finance:	Date Signed: