

Budget Adjustment and Transfer Request Form

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

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
1680.51000719	Systems Analyst	\$11,407.40	1680.51000638	Microcomputer Specialist

Explanation Required:

Budget adjustment to balance out salary lines.

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