

Budget Adjustment and Transfer Request Form

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

Department: Highway Department **Date:** 12/8/17

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

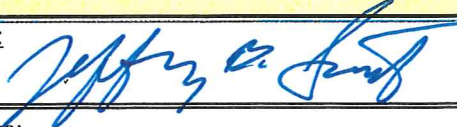
From/Revenue Adjustment:

To/Expenditure Adjustment:

Budget Account	Account Title	AMOUNT	Budget Account	Account Title
5110. 54425	Service Contracts	\$8,000-	5110. 54312	Highway Materials
5110. 52220	Departmental Equipment	\$2,000-	5110. 54312	Highway Materials

Explanation Required:

Funds needed to pay remainder of invoice for Asphalt Recycling.

SIGNATURES	Department Head: 	Date Signed: 12/8/17
	Director of Finance:	Date Signed: