

Budget Adjustment and Transfer Request Form

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

Department: 3113- Sheriff	Date: 1/30/2018
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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
3113.42705	Gifts & Donations	\$3,578	3113.54319	Program Supplies
3113.42705	Gifts & Donations	\$1,160	3113.54319	Program Supplies

Explanation Required:

Multiple Budget Adjustments Required for Purchases in 2018 as follows: \$578.00 for K9 veterinary services and \$3,000.00 for the purchase of a K9 bullet-proof vest. The revenue is received in a separate account (T2055) and then put into the Gifts & Donations Revenue line. Additionally, \$1,160.00 needs to be brought in for Project Lifesaver Supplies/Equipment. This revenue is also received in a separate account (T20550025) and then put into the Gifts & Donations line.

SIGNATURES	Department Head:		Date Signed:	1/30/2018
	Director of Finance:		Date Signed:	