

BUDGET TRANSFER REQUEST

**OR (CHECK ONLY ONE)**

BUDGET INCREASE REQUEST

DATE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

APPROVED BY:

ADMINISTRATIVE OFFICER: \_\_\_\_\_

Date: \_\_\_\_\_

ADMINISTRATIVE COMMITTEE: \_\_\_\_\_

Date: \_\_\_\_\_

BOARD OF SUPERVISORS: \_\_\_\_\_

Date: \_\_\_\_\_

AUDITOR/CONTROLLER: \_\_\_\_\_

Date: \_\_\_\_\_

Journal No.: \_\_\_\_\_

| BUDGET APPROPRIATIONS |           |             |             | REVENUE APPROPRIATIONS |           |             |             |
|-----------------------|-----------|-------------|-------------|------------------------|-----------|-------------|-------------|
| DEPARTMENT #          | ACCOUNT # | INCREASE \$ | DECREASE \$ | FUND/DEPT #            | REVENUE # | INCREASE \$ | DECREASE \$ |
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REASON FOR THE REQUEST:

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\_\_\_\_\_

\_\_\_\_\_

**BUDGET TRANSFER:**

TRANSFERS BETWEEN OBJECTS: SALARIES & BENEFITS TO SERVICES & SUPPLIES - COUNTY ADMINISTRATOR APPROVAL

TRANSFERS WITHIN OBJECTS: OFFICE EXPENSE TO TRAVEL - COUNTY ADMINISTRATOR APPROVAL

FIXED ASSETS: COUNTY ADMINISTRATOR APPROVAL - UNLESS NON BUDGETED FUNDS ARE REQUIRED, THEN BOARD OF SUPERVISORS APPROVAL

**BUDGET INCREASE:**

TOTAL DOLLARS BUDGET INCREASE - BOARD OF SUPERVISORS APPROVAL

**REVENUE APPROPRIATIONS:**

IF REVENUE IS BEING TRANSFERRED FROM A DIFFERENT FUND OR A TRUST FUND, IN ADDITION TO THIS FORM, A JOURNAL IS NEEDED TO EXECUTE THE TRANSFER