Budget Transfer/Adjustment Request Form

DEPARTMENT: Vehicle Shop **DATE:**

Account Number	Description	Amount Increase/(Decrease)
375-1025-411.48-70	PRJ# CI2237 BAL OF 9,000.00 (SUV NOW INSERVICE)	$ (7,000.00)
375-1025-411.48-70	PRJ# CI2241 PURCHASE OF NEW TRUCK	$ 7,000.00
507-6061-442.48-70	PRJ# CI2253 PURC OF SUV'S CANCELLED 152000.00 BAL	$ (10,000.00)
507-6061-442.48-70	PRJ# CI2250 PURCH OF NEW TRUCK	$ 5,000.00
507-6061-442.48-70	PRJ# CI2252 PURCH OF NEW TRUCK	$ 5,000.00

Please indicate the reason for the increase and/or decrease of the account. Be as thorough as possible in explaining, and attach any supporting documents or memos.

NEEDED FOR PURCHASES OF NEW UNITS

Department Head: **Date:**