

Budget Transfer/Adjustment Request Form

DEPARTMENT: Vehicle Shop

DATE: _____

Account Number	Description	Amount Increase/(Decrease)
375-1025-411.48-70	PRJ# CP2310	\$ (10,000.00)
375-1025-411.48-70	PRJ# CP2311	\$ (10,000.00)
375-1025-411.48-70	PRJ# CI2240 PURCHASE OF NEW TRUCK	\$ 20,000.00
216-1534-454.48-70	PRJ# CP2334	\$ (4,000.00)
216-1534-454.48-70	PRJ# CI2234 PURCH OF NEW TRUCK	\$ 4,000.00
216-1534-454.48-70	PRJ# CP2334	\$ (20,000.00)
216-1534-454.48-70	PRJ# CI2235 PURCH OF NEW TRUCK	\$ 20,000.00
202-1525-474.48-70	PRJ# JU2222 - PURCH OF NEW 4YD DUMP TRUCK ENCUMBERED PO# 95745	\$ 71,906.50
202-1525-474.48-70	PRJ# JU2222 - Increase PO# with remaining project balance	\$ 3,093.50
202-1525-474.48-70	PRJ#JU2223 - Transfer remaining balance into PRJ# JU2222	\$ 4,299.00
202-1525-474.48-70	PRJ# JU2222 - Budget adjustment into project from Fund 202 Operating Cash	\$ 13,500.00
202-1525-474.48-70	PRJ# JU2222 PURCH OF NEW 4YD DUMP TRUCK	\$ 92,799.00

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

DUE TO MANUFACTURER NOT BUILING UNITS LAST FISCAL YEAR AND NOW AN INCREASE IN COST.

Department Head: _____

Date: _____