Budget Transfer/Adjustment Request Form

DEPARTMENT: Vehicle Shop **DATE: 1/17/2023**

Account Number	Description	Amount Increase/(Decrease)
101-1533-413.48-10	CAPITAL PURCHASES BUILDING& STRUCTURES	
	BUILDING AND CONSTRUCTION REROOF PROJECT CI2313	$ (10,000.00)
101-1536-411.48-10	CAPITAL PURCHASES BUILDING& STRUCTURES	$ 10,000.00
	VEHICLE SHOP REROOF PROJECT CI2306	

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.

BOTH BUILDINGS WERE APPROVE FOR A NEW ROOF THIS FISCAL YEAR THE BUILDING AND CONSTRUCTION ROOF WAS ASSESED AND ONLY REQUIRES ROOF MAINTENANCE. DUE TO INFLATION AND HIGH COST THE VEHICLE SHOP ROOF REPLACEMENT IS HIGHER THAT INITALLY EXPECTED. BOTH DEPARTMENTS ARE GENERAL FUND AND WE ARE ASKING TO TRANSFER MONEY FROM ONE PROJET TO COVER THE COST OF THE OTHER REROOF PROJECT.

Department Head: *Amanda Carey* **Date: 1/17/2023**