

# A \_\_\_\_\_

Posting Date 5/5/2025

	Transfer within expenditure/revenue category (with AC Approval)	Original only
	Transfer between expenditure/revenue category (with CAO & AC Approval)	Original +1
	Increase/decrease Intrafund Transfer account (with Board Approval)*	Original +1
	Transfer to or from Contingencies (with Board Approval)*	Original +1
	Increase/decrease budget unit appropriation (with Board approval)*	Original +1
	Establish/transfer funds in Fixed Assets <\$10,000 (CAO & AC Approval)	Original +1
<b>X</b>	Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original +1

3.) In the space below, state (a) reason for transfer request, (b) reason why there are sufficient balances in affected accounts, and (c) why transfer cannot be delayed until next budget year.

a.) Move appropriations to cover equipment costs that are fixed assets versus maintenance.

b.) Funds are available to cover equipment.

c.) Equipment needed now.

**4.) Department Head Approval** \_\_\_\_\_ Date: \_\_\_\_\_ (signed) \_\_\_\_\_

**5.) Balances verified by Auditor-Controller** Date: \_\_\_\_\_ (signed) \_\_\_\_\_

6.) \_\_\_\_\_/Approved    \_\_\_\_\_/Not approved    \_\_\_\_\_/Recommended    \_\_\_\_\_/Not recommended

County Administrative Officer: \_\_\_\_\_ Date: \_\_\_\_\_ (signed) \_\_\_\_\_

SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.

Posted by: