



BUDGET TRANSFER REQUEST

(replaces Budget Appropriation Form)

Accounting Period:	Accounting Month/Year:	Journal Entry:
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DEPARTMENT:		DATE:
FROM ACCOUNT # (Note 1)	ACCOUNT DESCRIPTION	AMOUNT
422-7034-533.63-60	Improve Other than Build / Infrastructure	\$96,400.00
TO ACCOUNT # (Note 1)	ACCOUNT DESCRIPTION	AMOUNT
422-7034-533.63-15 (WT1803)	Improve Other than Build / Mains	\$96,400.00

Explanation required:

Budget transfer to cover new Amendment 1 for Craig A Smith additional engineering on Lake Osborne Estates Water Main Replacment.

REQUESTED BY (Originator)	<i>Title</i>	<i>Telephone Ext.</i>
<i>Print Name:</i> Julie Parham	Asst. Water Utility Dir.	1798

Signature: *Julie Parham* Julie Parham 2020.04.23 12:25:27 -04'00'

APPROVED BY DEPARTMENT DIRECTOR	<i>Title</i>	<i>Telephone Ext.</i>
<i>Print Name:</i> Brian Shields	Water Utility Dir.	1675

Signature: *Brian Shields* 4/23/20

* * * * FINANCE USE ONLY * * * *

FINANCE APPROVED	<i>Name</i>	<i>Date</i>
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Signature:

FINANCE POSTED	<i>Name</i>	<i>Date</i>
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Signature:

**Note 1: Account Master AAA-BBCC-DDD.EE.FF
AAA and BB need to agree in "From Account #" and "To Account #" box**

Attach supporting documentation (i.e. resolution, ordinance, minutes, etc.).