



BUDGET TRANSFER REQUEST

(replaces Budget Appropriation Form)

Accounting Period:	Accounting Month/Year:	Journal Entry:
DEPARTMENT:		DATE:
FROM ACCOUNT # (Note 1)	ACCOUNT DESCRIPTION	AMOUNT
103-2020-515.64-30	Machinery & Equipment/ Vehicles	32,000
530-9010-549.64-30	Machinery & Equipment/ Vehicles	32,000
Explanation required:		
To cover the cost of Toyota RAV4 Hybrid vehicle/ Quote #35481		
REQUESTED BY (Originator)		<i>Title</i>
<i>Print Name: Alicia Wilson</i>		Office Manager
<i>Signature: Alicia Wilson</i>		<i>Telephone Ext.</i> 561-586-1644
APPROVED BY DEPARTMENT DIRECTOR		<i>Title</i>
<i>Print Name: William Waters</i>		Director
<i>Signature: William Waters</i>		<i>Telephone Ext.</i> 561-586-1634
APPROVED BY CITY MANAGER OFFICE		<i>Title</i>
<i>Signature: Carmen Y. Davis</i>		<i>Telephone Ext.</i>
		2/2/2022
* * * * FINANCE USE ONLY * * * *		
FINANCE APPROVED	<i>Name</i>	<i>Date</i>
<i>Signature:</i>		
FINANCE POSTED	<i>Name</i>	<i>Date</i>
<i>Signature:</i>		

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.).