



BUDGET TRANSFER REQUEST

(replaces Budget Appropriation Form)

Accounting Period:	Accounting Month/Year:	Journal Entry:
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DEPARTMENT: Public Works	DATE: 12/7/21
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FROM ACCOUNT # (Note 1)	ACCOUNT DESCRIPTION	AMOUNT
001-5010-519-34-50	Contractual Services	3,000.00
001-5020-519-34-50	Contractual Services	3,000.00
001-5040-519-34-50	Contractual Services	3,000.00
001-5062-519-46-10	Repair / Maintenance Buildings	1,263.23

TO ACCOUNT # (Note 1)	ACCOUNT DESCRIPTION	AMOUNT
001-5061-519-34-50	Contractual Services	10,263.23

Explanation required: To fund the janitorial services contract that was recently approved and awarded to 2 firms.

REQUESTED BY (Originator)	Title	Telephone Ext.
Print Name: Felipe Lofaso	Assistant Dir	7422

Signature: Digitally signed by Felipe Lofaso
Date: 2021.12.01 17:12:38 -05'00'

APPROVED BY DEPARTMENT DIRECTOR	Title	Telephone Ext.
Print Name: Felipe Lofaso	Assistant Dir	7422

Signature: Digitally signed by Felipe Lofaso
Date: 2021.12.01 17:13:01 -05'00'

APPROVED BY CITY MANAGER OFFICE	Title	Telephone Ext.
Print Name:		

Signature:

* * * * FINANCE USE ONLY * * * *

FINANCE APPROVED	Name	Date
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Signature:

FINANCE POSTED	Name	Date
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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.).