COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

 # A _____

DEPARTMENT: PH Preparedness & Re DEPARTMENT #: 455 POSTING DATE: 12/16/2019

1.) The reason for this budget transfer request is:

_____	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
_____	Transfer between expenditure/revenue category (with CAO & Auditor 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 & Auditor Approval)	Original +1
X	Establish/transfer funds in Fixed Assets >$10,000 (with Board Approval)*	Original +1

2.)

	Transfer to Account:		Transfer from Account:	
Amount:	Number:	Name:	Number:	Name:
$ 28,000.00	1175455-8986	Equipment	1175455-2345	Lab Annex/Modular

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.) The current Biological Safety Cabinets in the Public Health Modular Laboratory are 15 years old; BSCs typically have a life expectancy of 10 years. During the last certification and calibration of the BSCs in April 2019, the certifying company stated that the cabinets would not be able to be calibrated any further and replacement is needed. Since then, grant funding was obtained to replace the cabinets. This transfer will move funds to the fixed asset category to allow for the acquisition of two new Biological Safety Cabinets.

b.) A vacant salary savings have occurred with vacant Lab Assistant position.

c.) The transfer is necessary to ensure that the modular lab meets its certification requirements in late April of 2020. Additionally the manufacturing company needs 19 weeks lead time to manufacture the biosafety cabinets which will put us at the recertification date.

4.) Department Head Approval: Date 12/17/19 (signed) _____

5.) Balances verified by Auditor-Controller Date _____ (signed)

APPROVED
By Karen Paz Domínguez at 9:01 am, Dec 19, 2019

6.) _____/Approved _____/Not approved _____/Recommended _____/Not recommended

County Administrative Officer: Date _____ (signed) _____

INSTRUCTIONS

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

* Requires copy of Board Order to be attached *Revised 03/19* Posted by _____