COUNTY OF HUMBOLDT REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

DEPARTMEN	IT: Roads Maintenance	DEP	ARTMENT #: 325	POSTING DATE: 6/30/2023				
1.) The reason for the second for th	Transfer within experiments Transfer between e Increase/decrease Transfer to or from Increase/decrease Establish/transfer for	budget transfer request is: Transfer within expenditure/revenue category (with Auditor Approval) Transfer between expenditure/revenue category (with CAO & Auditor Approval) Increase/decrease Intrafund Transfer account (with Board Approval)* Transfer to or from Contingencies (with Board Approval)* Increase/decrease budget unit appropriation (with Board approval)* Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)* Original +1 Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)* Original +1 Original +1						
	Transfer to Account: Transfer from Account:							
2.) Amount:	Number:			Name:				
\$ 13,198.0		Trailer	Number: 1200325-2120	Rents & Leases - Equipment				
	low, state (a) reason for tunts, and (c) why transfer correct line			icient balances in				
b.) Equipment mus	t be purchased instead o	of renting due to audit i	equirement	_				
b.) Equipment must be purchased instead of renting due to audit requirement c.) Close out FY 22/23								
4.) Department Hea	d Approval:	APPROVED By Charlotte Merkel at 9:42 am, Oct 04, 2023						
5.) Balances verified	d by Auditor-Controller	(signed)						
6.)/Approved	I/Not approved	d/Recomme Date	APPROVED By Karen Clower	at 9:54 am, Oct 10, 2023				
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 _____

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