COUNTY OF HUMBOLDT REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

DEPARTMEN	NT: Public Works-Engineering	g DEP	ARTMENT #: 321	POSTING DATE	E: <u>4/9/2019</u>	
1.) The reason for X	Transfer within exp Transfer between e Increase/decrease Transfer to or from Increase/decrease Establish/transfer fo	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)* Increase/decrease budget unit appropriation (with Board approval)* Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval) Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)* Original +1 Original +1 Original +1 Original +1 Original +1				
2)	Transfer to Account:		Transfer from Account: Number: Name:			
2.) Amount:	Number:	Name:	Number:	Nai	me:	
\$ 500,000.0	1200321-0335	ADA Curb Ramp Improvements	1200321-2118	Professional Se	ervices	
affected accou	low, state (a) reason for unts, and (c) why transfe contract Amount for rema	r cannot be delayed ur	ntil next budget year.			
b.) Construction costs are included in the Professional Services 2118 holding account until Capital Contracts are						
established.						
c.) Project costs will	I be incurred in the curre	nt fiscal year.				
4.) Department Authorization: Date			(signe	d)		
5.) Account balances verified by Auditor-Cont Date			(signe	d)		
6.)/Approved	d/Not approve	nded/Not red	commended			
County Administrative Officer: Date			(signe	d)		
INSTRUCTIONS						
SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.						

* Requires copy of Board Order to be attached

Revised 05/16

Posted by _____

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