BUDGET TRANSFER FORM

FINANCE DEPARTMENT

DEPARTMENT INFORMATION			
Requestor: **Diane Colonna**		Date: **June 3, 2016**	
Department/Division: **Margate CRA**			
BUDGET INFORMATION			
ACCOUNT NUMBER(S)	ACCOUNT NAME(S)	BUDGET DECREASE	BUDGET INCREASE
140-0510-512.91-02	Contingency - Operating/Transfers	$ 1,732	
140-0510-512.30-01	General Operating Acct-Expenses		$ 1,732
	GRAND TOTAL	**$ 1,732**	**$ 1,732**
NET EFFECT OF BUDGET TRANSFER MUST = $0		**($ 0)**	

EXPLANATION
140-0510-512.30-01 is new account for budgeted printing cost for Konica Minolta for annual lease from 7/1/15-6/30/16

Department Head or Designee:_____ Date:_____

City Manager:_____ Date:_____

Finance Director or Designee:_____ Date:_____

FOR FINANCE USE ONLY	
Posted By:	Date:
Group (JE)#:	Reviewed By:

Revised: October 1, 2014