

COUNTY OF LAKE
COUNTY ADMINISTRATIVE OFFICE

COUNTY OF LAKE

BUDGET TRANSFER

Fiscal Year: **17/18**

Budget Title: ENVIRONMENTAL HEALTH Budget Unit No. _____4010	Budget Transfer #B _____ (Admin. Office Completes this section)
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TRANSFER FROM:

TRANSFER TO:

From: Fund	170		Dept	4010		To: Fund	170		Dept	4010
	(000)			(0000)			(000)			(0000)
<u>Account</u>			<u>Account Title</u>		<u>Amount</u>	<u>Account</u>			<u>Account Title</u>	<u>Amount</u>
(000.00-00)						(000.00-00)				
740-38.00			INVENTORY		\$7,000	740-62.71			OFFICE. EQUIPMENT	\$7,000
_____			_____		\$ _____	_____			_____	_____
_____			_____		\$ _____	_____			_____	_____
_____			_____		\$ _____	_____			_____	\$ _____

Department's explanation of why savings will be available in the account from which the money is requested to be transferred:
 Plotter quotes came over \$5,000.00. Transfer of allocation from operating expenses to capital asset account is needed in order to purchase office equipment.

Department's justification & explanation of why transfer is necessary (A brief statement such as, "To cover anticipated deficit," is not adequate and, therefore, not acceptable.)
 Purchase of colored plotter was allocated under operating expenses. Transfer of allocation is needed in order to capitalize said office equipment. This office equipment is paid by the State through CUPA grant.

Authorized Department Signature: _____ Date: _____

APPROVED DENIED

 COUNTY ADMINISTRATIVE OFFICER DATE CHAIRPERSON, BOARD OF SUPERVISORS DATE

Auditor-Controller Use Only

Date _____ JE# _____ By: _____