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CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

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Brent A. Hartzell, Director

FROM:

Jennifer McKenna

BUREAU:

Department of Finance

BUREAU:

Engineering

TRANSFER DETAIL

Date of Request:

6-Jun-16

Fund: Capital

Transfer Amount:

50,000.00

ACCOUNT (All 15 digits) and ACCOUNT TITLE

FROM (DEBIT)

ORIGINAL APPROPRIATION (\$) CURRENT ACCOUNT TOTAL (\$)

ACCOUNT TOTAL AFTER TRANSFER (\$)

001-03-2004-1501-72

50,000.00

TRANSFER AMOUNT (\$)

50,000.00

50,000.00

TO (CREDIT)

001-03-2004-1501-54 001-03-2004-1501-76 40,000.00 10,000.00

149,900.00

6,717.30

40,000.00 16,717.30

Reason Transfer is Required:

Correcting an error which occurred when setting up capital account

Reason Funds are Available for Transfer: intended for funds to be dispersed in this way

TRANSFER AUTHORIZATIOINS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00

Amount is greater than \$5,000.00

Department Head:

Director of Finance:

Date:

Date:

Managing Director (if amount is greater than \$5,000):

Date:

Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:

Date:

· · · · · · · · · · · · · · · · · · ·	CITY COUNCIL	
Ray O'Connell, President: Koyo C	Approved [] Disapproved	Date: 6/13//6
Daryl Hendricks, Vice President:	[] Approved [] Disapproved	Date:
Candida Affa, Councilperson: Candela affe	Approved Disapproved	Date:
Julio Guridy, Councilperson	[] Approved [] Disapproved	Date:
races Mand one Councilnerson	[] Approved] Disapproved	Date:
David McGuire, Councilperson Counting Mota, Councilperson Counting Mota, Councilperson	[] Approved [] Disapproved	Date:
Cynthía Mota, Councilperson	Approved [) Disapproved	Date:

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JUN 0 7 2016

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FINANCE DIF	RECTOR'S OFFICE	" Period:	***	F	Ref#	Initials:	***************
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TO:	Brent A. Hartzell,	1.0	FROM:		Jennifer McKenna		
			BUREAU:		Engineering		
BUREAU:	Department of Fi		TRANSFER DE		_ngneening	Page again an on and	MARKET MARKET A 10 A 10 A
Date of Regue	est: 6-Jun-16	Func	l: Capital		Transfer Amou	nt:	50,000.00
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Reason Trans Correcting an erro	fer is Required: or which occurred when s	etting up capital account					
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Department Head	(prof	Married	Α	20		ate: 6/8//	6
Director of Finance	e: 1000	nt Ho	200		D	ate: 6/8	1206
Managing Director	r (if amount is greater tha	an \$5,000):	28		D	ate: ८ 9 	2016
Referred to City C	ouncil in accordance with	the provisions of the Admi	nistrative Code, Se	ction 130.04:	D	ate:	
			CITY COUNC	iL			
Ray O'Connell, Pr	esident:	I] Approved []	Disapproved :	D	ate:	
Daryl Hendricks, V	50 (500) 0 (500)(500)(500)	1] Approved []	Disapproved	D	ate:	
Candida Affa, Cou	ıncilperson:	1] Approved []	Disapproved		ate:	
Julio Guridy, Cour	ncilperson] Approved []	Disapproved		ate:	
Roger MacLean, C	Councilperson	1] Approved []	Disapproved	ania a ara aramma e E	ate:	
David McGuire, Co		1	f	Disapproved		ate:	
Cynthia Mota, Cou	ıncilperson	1] Approved []	Disapproved	<u>.</u> D	ate:	

Hartzell, Brent

From: McKenna, Jennifer < Jennifer.McKenna@allentownpa.gov>

Sent: Wednesday, June 8, 2016 10:34 AM

To: Hartzell, Brent; Magliane, Casandra; Strohl, Beth Ann; Wells, Margaret

Cc: Messinger, Craig; Berger, Theodore; Shahda, Mark
Subject: Livingston Water Shed 001-03-2004 Transfer

Attachments: 001-03-2004 Livingston Water Shed Transer REV .pdf

Good Morning, attached is request for transfer of funds within the Capital program signed by Craig.

Brent need your signature next, then City Council to sign form (resolution not necessary as transfer is within the CIP).

This project is on-going and we have contractors on-site who need materials tomorrow or Friday.

Purchasing; Streets needs two confirming PO's for the following. Cassandra will have more information.

1. ABE materials- \$15,000

2. Coopersburg- \$25,000 Read materials

Thank you everyone, -Jennie



JENNIFER H. MCKENNA OFFICE MANAGER

Public Works 641 S. 10th St., 3rd Floor Allentown, PA 18103 P: 610-437-7587

E: Jennifer.McKenna@allentownpa.gov

W: www.allentownpa.gov

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