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Initials:

FINANCE DIRECTOR'S OFFICE CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director

FROM:

Michael Hanlon

BUREAU: Department of Finance

BUREAU:

City Council

TRANSFER DETAIL

Date of Request: 11/09/2017

Fund:

Transfer Amount:

10,000.00

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0101-0001-46 Other Contract Services	\$10,000.00	271,000.	195,058.03	185,058.03

TO (CREDIT)

000-01-0101-0001-42 Repairs & Maintenance	10,000.00			10,000.00
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Reason Transfer is Required:

The City Clerk's Office moved into the City Council's office and needs new carpeting to replace old, dirty and worn carpeting.

Reason Funds are Available for Transfer:

Carpeting needs to be replaced in City Council's office.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00

Amount is greater than \$5,000.00

Department Head:

Director of Finance:

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

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

Date:

Date:

Date:

Date:

CITY COUNCIL

Ray O'Connell, President:

Daryl Hendricks, Vice President:

Candida Affa, Councilperson:

Julio Guridy, Councilperson

Roger MacLean, Councilperson

David McGuire, Councilperson

Cynthia Mota, Councilperson

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