

**RECEIVED****JAN 03 2018**

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

TO:	Brent A. Hartzell, Director	FROM:	Tricia L. Dickert
BUREAU:	Department of Finance	BUREAU:	Revenue & Audit

**TRANSFER DETAIL**

Date of Request:	3-Jan-18	Fund: General	Transfer Amount:	5,325.00
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FROM (DEBIT)				
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0001-50	5,325.00	40,000.00	40,000.00	34,675.00
Other Services and Charges				-
				-
				-
				-
				-
				-

TO (CREDIT)				
000-02-0602-0001-46	5,325.00	-	-	5,325.00
Other Contract Services				-
				-
				-
				-
				-
				-

**Reason Transfer is Required:**

Revenue and Audit Bureau requires the intermittent services of a stenographer and an abstract company and has no budgeted funds in its "46" account

**Reason Funds are Available for Transfer:**

Sufficient funds are available in Revenue and Audit's "50" account, but these are services that require that the funds be drawn from a "46" account

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head:	<i>Brent Hartzell</i>	Date: 1/3/2018
Director of Finance:	<i>[Signature]</i>	Date: 1/8/18
Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

**CITY COUNCIL**

Roger MacLean, President:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 1-17-18
Candida Affa, Vice President:	<i>[Signature]</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Councilperson	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 1/17/18
Julio Guridy, Councilperson	<i>[Signature]</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 17-JAN-18
Daryl Hendricks, Councilperson	<i>[Signature]</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Courtney Robinson, Councilperson	<i>[Signature]</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Councilperson	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: