

RECEIVED**JUL 28 2017**

Posting Year:	Posting Date:	Posting #	Doc #
" Period:		Ref #	Initials:

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

TO:	Brent A. Hartzell, Director	FROM:	Leonard Lightner
BUREAU:	Department of Finance	BUREAU:	CED

TRANSFER DETAIL

Date of Request:	26-Jul-17	Fund: General	Transfer Amount:	19,200.00
------------------	-----------	---------------	------------------	-----------

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0901-0003-46 <i>Other contract services</i>	19,200.00	25,000.00	24,769.60	5,569.60
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-09-0901-0003-72 <i>Equipment</i>	19,200.00	-	-	19,200.00
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

To purchase additional cubicles for the 3rd and 4th floor. 3rd floor has 26 cubicles of which 25 are presently needed. Presales must be separated from rental due to litigation proceedings, which creates the need for additional cubicles. 4th floor cubicles are needed to create space for records scanning and plotter to eliminate the need for additional storage of plans

Reason Funds are Available for Transfer:

The monies allocated for the Arts in Residence Program was not needed in 2017.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00	
Amount is greater than \$5,000.00	
Department Head:	Date: 7/28/17
Director of Finance:	Date: 7/31/2017
<i>Mavor or Managing Director (If amount is greater than \$5,000):</i>	Date: 8/1/17
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

CITY COUNCIL

Ray O'Connell, President:	Approved [] Disapproved	Date: 8/18/17
Daryl Hendricks, Vice President:	[] Approved [] Disapproved	Date: 18-AUG-17
Candida Affa, Councilperson:	[] Approved [] Disapproved	Date:
Julio Guridy, Councilperson:	[] Approved [] Disapproved	Date: 8/16/17
Roger MacLean, Councilperson:	[] Approved [] Disapproved	Date:
David McGuire, Councilperson:	[] Approved [] Disapproved	Date:
Cynthia Mota, Councilperson:	[] Approved [] Disapproved	Date: 8/16/17