

**RECEIVED****AUG 15 2017**

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

TO: Brent A. Hartzell, Director

FROM:

Barbara Wagenhurst, Finance Operations Mgr.

BUREAU: Department of Finance

BUREAU:

Finance Office

**TRANSFER DETAIL**

Date of Request: 15-Aug-17

Fund: General

Transfer Amount:

8,500.00

**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0006-68 Operating Materials and Supp.	8,500.00	46,300.00	29,564.76	21,064.76
				-
				-
				-
				-
				-
				-
				-

**TO (CREDIT)**

000-02-0602-0006-72 Equipment	8,500.00	-	-	8,500.00
				-
				-
				-
				-
				-
				-

**Reason Transfer is Required:**

Place funds in proper account to replace the 30 year old thermal binding machine with a more energy and time efficient model.

**Reason Funds are Available for Transfer:**

City-wide office supplies were not as costly as originally anticipated due to new vendor. Sufficient funds remain until the end of the year.

**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: 8/15/2017
Director of Finance:	<i>Brent Hartzell</i>	Date: 8/15/2017
Mayor or Managing Director (if amount is greater than \$5,000):	<i>151 D...</i>	Date: 8/15/17
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

**CITY COUNCIL**

Ray O'Connell, President:	<i>Ryo</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 8/18/17
Daryl Hendricks, Vice President:	<i>Handwritten</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 18-AUG-17
Candida Affa, Councilperson:	<i>Handwritten</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 18-AUG-17
Julio Guridy, Councilperson:	<i>Handwritten</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 8/16/17
Roger MacLean, Councilperson:		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
David McGuire, Councilperson:		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Councilperson:	<i>GB 7/16</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 8/16/17