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

TO: Brent A. Hartzell, Director	FROM: Don Hoegg
BUREAU: Department of Finance	BUREAU: Building Maintenance

TRANSFER DETAIL

Date of Request: 2-Dec-16	Fund: General	Transfer Amount: 10,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0707-0001-04	10,000.00	85,390.00	40,332.00	30,332.00
Temporary Wages				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-03-0707-0001-54	5,500.00	110,000.00	4,756.00	10,256.00
Repairs & Maint Supplies				-
000-03-0707-0001-56	2,800.00	7,448.00	852.22	3,652.22
Uniforms				-
000-03-0707-0001-64	1,700.00	14,000.00	121.00	1,821.00
Pipe & Fittings				-
				-

Reason Transfer is Required:

54 - to increase blanket orders to purchase materials for anticipated and unanticipated repairs and general maintenance
 56 - to buyout Unifirst uniforms contract for Building Maintenance
 64 - to purchase supplies to repair and maintain boilers throughout the city

Reason Funds are Available for Transfer:

Two part time positions not filled - one vacant since December 2015, the other vacant since September 2016.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head:	<i>Greg W. Messing</i>	Date: 12/2/16
Director of Finance:	<i>Brent A. Hartzell</i>	Date: 12/2/2016
Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 12/14/16
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

CITY COUNCIL

Ray O'Connell, President:	<i>[Signature]</i> [X] Approved [] Disapproved	Date: 12/21/16
Daryl Hendricks, Vice President:	<i>[Signature]</i> [X] Approved [] Disapproved	Date: 12/22/16
Candida Affa, Councilperson:	<i>[Signature]</i> [X] Approved [] Disapproved	Date:
Julio Guridy, Councilperson	<i>[Signature]</i> [X] Approved [] Disapproved	Date: 12/21/16
Roger MacLean, Councilperson	<i>[Signature]</i> [X] Approved [] Disapproved	Date: 12/21/16
David McGuire, Councilperson	<i>[Signature]</i> [X] Approved [] Disapproved	Date: 12/21/16
Cynthia Mota, Councilperson	<i>[Signature]</i> [X] Approved [] Disapproved	Date: 12/21/16