

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

### CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO:	Brent A. Hartzell, Director	FROM:	Barbara Wagenhurst, Fin. Operations Mgr.
BUREAU:	Department of Finance	BUREAU:	Finance

#### TRANSFER DETAIL

Date of Request:	7-Aug-18	Fund: General	Transfer Amount:	\$35,425
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#### FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0006-24	35,425.00	170,000.00	73,601.99	38,176.99
Postage & Shipping				-
				-
				-
				-
				-

#### TO (CREDIT)

000-02-0602-0006-72	35,425.00	-	-	35,425.00
Equipment				-
				-
				-
				-
				-

#### Reason Transfer is Required:

Replacement of 25 year old inserter machine in the Mail Room. The current Bell & Howell machine is at least 25 years old and the Maintenance Technician informs us that he is getting replacement parts from e-bay and old machines he has for parts only. New replacement parts are no longer made for this machine and when the time comes that the electronic component stop working the machine will not be able to be fixed. In an effort to be proactive we would like to replace the machine before we are in the middle of a major billing when the machine fails. There is a 6 weeks lead time for the replacement machine.

#### Reason Funds are Available for Transfer:

The actual for postage and overnight shipping has been less than originally anticipated for the first half of the year. Sufficient funds remain in encumbrances and account balance for the second half of the year. The old machine will be listed on the City's public auction website and if there is no interest in it, Recycling will dispose of it for metal recycling.

#### TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

<input checked="" type="checkbox"/>	Amount not more than \$5,000.00
<input type="checkbox"/>	Amount is greater than \$5,000.00
Department Head:	<i>Brent Hartzell</i>
Director of Finance:	<i>Barbara Wagenhurst</i>
Mayor or Managing Director (if amount is greater than \$5,000):	<i>Pro' City</i>
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	
Date:	<i>8/7/2018</i>
Date:	<i>8/15/18</i>
Date:	

#### CITY COUNCIL

Roger MacLean, President:	<i>Roger MacLean</i>	Approved [ ] Disapproved	Date: <i>8/21/18</i>
Candida Affa, Vice President:	<i>Candida Affa</i>	Approved [ ] Disapproved	Date:
Daryl Hendricks, Councilperson:	<i>Daryl Hendricks</i>	Approved [ ] Disapproved	Date: <i>21-AUG-18</i>
Julio Guridy, Councilperson:	<i>Julio Guridy</i>	Approved [ ] Disapproved	Date: <i>21-AUG-18</i>
Courtney Robinson, Councilperson:	<i>Courtney Robinson</i>	Approved [ ] Disapproved	Date:
Ed Zucal, Councilperson:	<i>Ed Zucal</i>	Approved [ ] Disapproved	Date:
Cynthia Mota, Councilperson:	<i>Cynthia Mota</i>	Approved [ ] Disapproved	Date: <i>8/21/2018</i>