

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Barbara Wagenhurst, Finance Operations Mgr.
BUREAU: Department of Finance	BUREAU: Finance

TRANSFER DETAIL

Date of Request: 8-Nov-21 Fund: General Transfer Amount: \$17,000.00

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0006-24	\$17,000.00	150,000.00	\$17,768.21	768.21
Postage				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-02-0602-0006-68	\$17,000.00	\$35,337.09	\$10,672.54	27,672.54
Operating Materials & Supp.				
				-
				-
				-

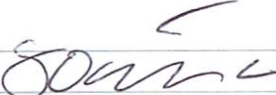


Reason Transfer is Required:

The cost of paper and general office supplies have been increasing industry-wide and no vendor is holding their prices longer than 30 days as a result of COVID. Therefore, we would like to stock up now on supplies with the thought of saving money in the long run in 2022.

Reason Funds are Available for Transfer:

As a result of continuing to improve on efficiencies within City departments, the cost of postage is lower than originally anticipated.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head/Deputy Director:		Date:
Director of Finance/Deputy Director: 		Date: 11/8/21
City Controller (if amount is greater than \$5,000): 		Date: 11-9-21
Mayor/Managing Director (if amount is greater than \$5,000): 		Date: 11/9/21
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

CITY COUNCIL

Julio Guridy, President:	[] Approved [] Disapproved	Date:
Cynthia Mota, Vice President	[] Approved [] Disapproved	Date:
Ce-Ce Gerlach, Councilperson	[] Approved [] Disapproved	Date:
Candida Affa, Councilperson	[] Approved [] Disapproved	Date:
Joshua Siegel, Councilperson	[] Approved [] Disapproved	Date:
Ed Zucal, Councilperson	[] Approved [] Disapproved	Date:
Daryl Hendricks, Councilperson	[] Approved [] Disapproved	Date: