

APPROPRIATION TRANSFER FORM

FROM: _____
 Department Name

 JV #

 Date

 Transaction Code

Request an **INCREASE IN APPROPRIATIONS** in the following account(s):

Cat	Fund	Cost Center	Obj. Code	Sub Acct.	Code Description	Amount
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Total Increase						\$ _____

Request a **DECREASE IN APPROPRIATIONS** in the following account(s):

Cat	Fund	Cost Center	Obj. Code	Sub Acct.	Code Description	Amount
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Total Decrease						\$ _____

JUSTIFICATION: (Complete reason for transfer. Provide attachments if necessary. Refer to a source document if applicable.)

 Departmental Approval

 Budget & Eval. Appr.

 Finance Approval

 City Manager Appr.

Submit three copies to Budget & Evaluation