

Updated 2/18/16
Rozery Johnson

**CITY OF OVIEDO
 BUDGET TRANSFER/AMENDMENT DETAIL FORM**

For Accounting use:

Fiscal Year: 2015-2016 Accounting Approval: *Jumbo*
 Period: 05 Entered By: *C.H. 2/17/16*
 Transaction Date: 2/15/16 Group Number: 2317

Department/Division POLICE / Support Services Division

Dept. Authorization *o/c R J*

Account Number	Fund / Account Description	Increase	Decrease
001-2103-521-5204 ✓	Small Tools ✓		350
001-2103-521-4420 ✓	Office Equipmnet (copies) ✓	350	

TOTAL **\$350** **\$350**
 -----Must Balance-----
 (Do not use cents)

Notes / Comments
 Pg. 48 of the Budget Book didn't properly reflect that the charge belonged to 2103, and therefore we did not budget for it. Lease expires in June, so we only need to pay for 9 mos. (not 12 mos) of fax service (Oct.-Jun). Therefore 3 mos (Jul-Sep) was freed up (\$212.04) to be placed towards copies. We were able to purchase a demo chair for Records, thus saving \$350 to put towards fax/copies expenses.

We guesstimate that we may still be \$74.08 short, but we will be able to take that monies from another line at another time.

Approved By: Check Appropriate Box	City Council: Exceeds \$35,000	Informational Note Only: Programs/Capital not budgeted must be presented to Council	Resolution #
	City Manager: Less than \$35,000		Approval Date:
<i>OK DW 2/16/16</i>	Mgt Srvc Director: Internal	[Date Signed:	BA # - <u>2016-063</u>
	Signature:		

Robert R. Hayes 2/15/16