

**REQUEST FOR TRANSFER OF FUNDS
WITHIN DEPARTMENT APPROPRIATIONS**

REQUEST NO. 2019-02

DATE: 3-7-19

I, Mark Russell
(Name)

Law Director
(Title)

hereby request that \$ 580.00 be transferred within the General fund, Law Director
(Name of Fund and Department)

\$ 250.00 from: Subscr/Publi to: travel \$ 250.00
Fund No. 101.1013.5501 Fund No. 101.1013.5201

\$ 330.00 from: 101.1013.5101.01 to: 101.1013.5101.03 \$ 330.00
Fund No. Salaries Reg Fund No.

\$ _____ from: _____ to: _____ \$ _____
Fund No. Fund No.

\$ _____ from: _____ to: _____ \$ _____
Fund No. Fund No.

\$ _____ from: _____ to: _____ \$ _____
Fund No. Fund No.

Reason for request: Necessary to cover expenses for further training

Signed: Mark Russell

Date: _____

Director Approve Disapproved

Date: _____

Mayor Scott Schertzer Approved Disapproved

Date: 5-9-19

Kelly Carr
Auditor Kelly Carr Approved Disapproved

Date: _____

FINANCE COMMITTEE

Chair _____ Approved Disapproved

Date: _____

Member _____ Approved Disapproved

Date: _____

Member _____ Approved Disapproved

Date: _____