



REQUESTING DEPARTMENT #: DATE PREPARED:

<b>ADJUSTMENT AMOUNT</b>	<b>ACCOUNT NUMBER</b>	<b>PROJECT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>ORIGINAL BUDGET</b>	<b>AMENDED BUDGET</b>	<b>ADJUSTED BUDGET</b>	<b>UNENCUMBERED BALANCE</b>
	TOTAL						

<b>ADJUSTMENT AMOUNT</b>	<b>ACCOUNT NUMBER</b>	<b>PROJECT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>ORIGINAL BUDGET</b>	<b>AMENDED BUDGET</b>	<b>ADJUSTED BUDGET</b>	<b>UNENCUMBERED BALANCE</b>
	TOTAL						

**REASON/JUSTIFICATION FOR ADJUSTMENT:**

**Council/Board APPROVAL REQUIRED?** YES ☐ NO ☐

<b>DATE APPROVED:</b>	<b>RESOLUTION #:</b>
-----------------------	----------------------

**City Council approval is needed for all transfers greater than \$50,000 and transfers between Departments / Funds. All CRA adjustments are required to go through their respective boards.**

Date Requestor's Signature

Date \_\_\_\_\_ Finance Approval Signature \_\_\_\_\_

Date Finance Director's Signature

Date Department Director's Signature

Date Deputy Fin. Director's Signature

Date \_\_\_\_\_ City Manager's Signature \_\_\_\_\_

**FINANCE USE ONLY:**

Date Entered: \_\_\_\_\_ Entered By: \_\_\_\_\_

Group #: