

REQUEST FOR TRANSFER OF FUNDS  
WITHIN DEPARTMENT APPROPRIATIONS

REQUEST NO. 2018-14

DATE: 11-27-18

I, Amanda Fellows  
(Name)

Clerk of Court  
(Title)

hereby request that \$ 12,007.80 be transferred within the Municipal Court Assistance Fund  
(Name of Fund and Department)

\$ 10,000 from: 203.2010.5402 to: 203.2010.5101.01 \$ 10,000  
Fund No. Prof. Service Fund No. Salary

\$ 2,007.80 from: 203.2010.5502 to: 203.2010.5102.03 \$ 1,400  
Fund No. Supplies Fund No. Pension

\$ \_\_\_\_\_ from: \_\_\_\_\_ to: 203.2010.5102.01 \$ 145  
Fund No. Fund No. Medicare

\$ \_\_\_\_\_ from: \_\_\_\_\_ to: 203.2010.5102.01 \$ 462.80  
Fund No. Fund No. W.C.

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

Reason for request: Employee retention incentive

Signed: Amanda Fellows

Date: 11-27-18

Mayor Scott Schertzer \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date: \_\_\_\_\_

Kelly Calk  
Approved ✓

11/28/18  
FINANCE COMMITTEE

Chair \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date: \_\_\_\_\_

Member \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date: \_\_\_\_\_

Member \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date: \_\_\_\_\_