

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

REQUEST NO. \_\_\_\_\_ DATE: 11-10-21

I, Mark Russell (Name) \_\_\_\_\_, Law Director (Title) \_\_\_\_\_

hereby request that \$ \_\_\_\_\_ be transferred within the \_\_\_\_\_ (Name of Fund and Department)

\$ 1000.00 from: travel to: Prof. Services \$ 1000.00  
Fund No. 101.1013.5201 Fund No. 101.1013.5402

\$ 500.00 from: subsc/publ. to: Prof. Services \$ 500.00  
Fund No. 101.1013.5501 Fund No. 101.1013.5402

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

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

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

Reason for request: To cover expenses.

Signed: [Signature] Date: \_\_\_\_\_

Director  Approve  Disapproved \_\_\_\_\_ Date: \_\_\_\_\_  
[Signature]  
Mayor Scott Schertzer  Approved  Disapproved \_\_\_\_\_ Date: 11-10-21

[Signature] Date: \_\_\_\_\_  
Auditor Kelly Carr  Approved  Disapproved \_\_\_\_\_

MARDEN WAITS  
Acting Auditor

**FINANCE COMMITTEE**

Chair \_\_\_\_\_ Approved  Disapproved  Date: \_\_\_\_\_

Member \_\_\_\_\_ Approved  Disapproved  Date: \_\_\_\_\_

Member \_\_\_\_\_ Approved  Disapproved  Date: \_\_\_\_\_