



**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name Dept #
 Veteran Affairs 4491

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	70	4491	540.14	1,000.00	Office Supplies
- Line Item Decrease	-	100	70	4491	599.34	(1,000.00)	Cemetery Markers
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)
 This budget transfer request is being made in order to purchase a standing height work desk for the Veteran Affairs main reception area. This type of desk is required because our copier/fax is located in the main reception area. This budget transfer request is also being submitted in order to purchase needed office supplies.

<i>[Signature]</i> Department Head	<i>12/7/17</i> Date	<i>[Signature]</i> Division Head	<i>12/5/17</i> Date
<i>[Signature]</i> County Manager	<i>12/18/17</i> Date	<i>[Signature]</i> Budget & Finance Division Head	<i>12-17-17</i> Date



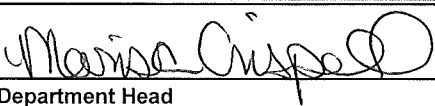
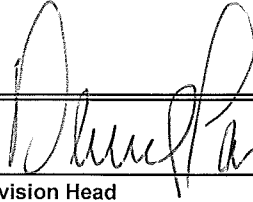


LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name Dept #
 Bureau of Elections 4120

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4120	550.30	200	Transfer to Advertising
- Line Item Decrease	-	100	30	4120	550.15	(200)	Transfer from Printing
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)

The Bureau of Elections requests a budget transfer from Printing to Advertising. The department incurred additional advertising costs related to the Statewide Special Referendum Question advertising requirements. In addition to the question content advertising requirement, the county was also required to advertise the Plain English Statement of the question.

 Department Head Date 12/5/17	 Division Head Date 12/6/17
 County Manager Date 12/18/17	 Budget & Finance Division Head Date 12-14-17



**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name	Dept #
Treasurer	4139

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	20	4139	560.64	120	Meetings Conference training
- Line Item Decrease	-	100	20	4139	540.73	(120)	postage
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)

Transfer required to pay final conference bill for Treasurers for 2017

Department Head	Date	Division Head	Date
<i>David P. ...</i>	<i>12/18/17</i>	<i>Brian A. ...</i>	<i>12-17-17</i>
County Manager	Date	Budget & Finance Division Head	Date
<i>David P. ...</i>	<i>12/18/17</i>	<i>Brian A. ...</i>	<i>12-14-17</i>