



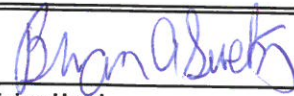
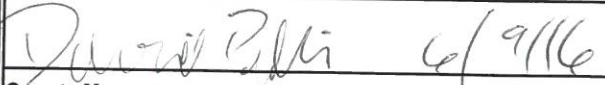
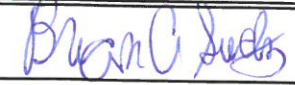
# LUZERNE COUNTY BUDGET TRANSFER REQUEST

<b>Department Name</b>		<b>Dept #</b>
Treasurers Office		4139

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	20	4139	540.14	2,500	Office Supplies
- Line Item Decrease	-	100	20	4139	510.25	1,500	Wages Per Diem
		100	20	4139	510.20	(4,000)	Wages Represented
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

Budget transfer to fund copier lease not budgeted in Treasurers office. Wages represented position was filled in May as a full time position and covered by a per diem employee during discount period.

	 6/8/16
<b>Department Head</b>	<b>Division Head</b>
<b>Date</b>	<b>Date</b>
 6/9/16	 6/8/16
<b>County Manager</b>	<b>Budget &amp; Finance Division Head</b>
<b>Date</b>	<b>Date</b>



## LUZERNE COUNTY BUDGET TRANSFER REQUEST

<b>Department Name</b>		<b>Dept #</b>
County Manager's Office		4112

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	10	4112	540.14	200	Supplies
- Line Item Decrease	-	100	10	4112	550.27	(200)	Travel
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

A budget transfer is needed to increase the Office Supplies line item. In the previous two fiscal years, funding for this line item was \$2,500. In FY2016, only \$900 was budgeted for the year.

<b>Department Head</b>	<b>Division Head</b>
Date	Date
 County Manager	 Budget & Finance Division Head
Date	Date