

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

<b>Department Name</b>					<b>Dept #</b>		
Luzerne County Corrections					40		

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	40	4233	540.43	3,000	Clothing & Uniforms
- Line Item Decrease	-	100	40	4233	550.83	(3,000)	Outside Inmate Housing
	+	100	40	4233	560.16	4,000	Blood Tests
	-	100	40	4233	550.83	(4,000)	Outside Inmate Housing
	+	100	40	<b>4235</b>	540.73	1,000	Postage
	-	100	40	4233	540.14	(1,000)	Office Supplies
	+	100	40	4235	550.41	411	Sewer
	-	100	40	4235	550.42	(411)	Sanitation
	+	100	40	4235	560.64	7,000	Meeting / Conference/ Training
	-	100	40	4233	550.34	(7,000)	Insurance - Liability
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**

Correctional Services requests the transfer of funds to Clothing & Uniforms from Outside Inmate Housing to cover the costs of New Employee uniforms. Clothing & Uniforms is short because of the unanticipated expense of the Honor Guard Uniforms. An additional transfer is needed to Blood Tests from Outside Inmate Housing. Additional funds are needed in Postage from Office Supplies (4233) because of the increase in certified mail to State Corrections. Additional funds are needed in Sewer from Sanitation. Additional funds are needed in Meeting/ Conference/ Training to cover the Correctional Officer training due to increase in hiring last year because of retiring and resigning employees.

<i>James J. Liscow</i>	<i>6-13-16</i>	<i>James J. Liscow</i>	<i>6-13-16</i>
Department Head	Date	Division Head	Date
<i>David F. ...</i>	<i>6/20/16</i>	<i>Brian A. ...</i>	<i>6-20-16</i>
County Manager	Date	Budget & Finance Division Head	Date