

Luzerne County
Budget Transfer Request

Department Name

Controllers Office

Dept # 4133

Action

+	Increase budget line
-	Decrease budget line

Action	Fund #	Department #	Account #	Amount	Account Description
+	100	4133	4135	100	Background Checks
-	100	4133	2610	(100)	Small Tools and Equipment
Total					<i>(Must equal 0)</i>

Explanation (Attach memo if necessary)

Dear Budget and Finance

Please complete the transaction outlined above for the Controllers Office. The transactions reflect the cost of background checks for the referenced persons that applied for the positions that were advertised in the Controllers Office. The expense line item was created per my direction so that there can be sufficient tracking of this expense for my office. There is also going to be additional background checks in the future so the additional funds are being requested as well.

- Karen Ceppa-Hirko \$19.95
- Daniel Chipego \$19.95

Department Head: Walter L. Griffith Jr

6/6/2013

County Manager

6/6/2013

Budget & Finance

6/6/2013

** Account Summary **

100.4133.000.4135 1)GENERAL FUND
 2)CONTROLLERS 3)
 4)BACKGROUND CHECKS

PERIOD	MONTH	YTD	CURRENT	
12/31/12	0.00	0.00		
FYE 2012	0.00	0.00	0.00	Adopted
1/31/13	0.00	0.00	100.00CR	Revised
2/28/13	0.00	0.00		
3/31/13	0.00	0.00		
4/30/13	0.00	0.00		
5/31/13	0.00	0.00		
6/30/13	0.00	0.00		
7/31/13	0.00	0.00		
8/31/13	0.00	0.00	0.00	Current Period
9/30/13	0.00	0.00	0.00	Current Year
10/31/13	0.00	0.00	-----	
11/30/13	0.00	0.00	100.00CR	Remaining
12/31/13	0.00	0.00	100	% Remaining

Detail to Display.... A (A/B/D/E/P/I/O) Show Detail Starting At 01 / 01 / 2013
 B/F/S/R/. ACTION? _

** Account Summary **

100.4133.000.2610 1)GENERAL FUND
 2)CONTROLLERS 3)
 4)SMALL TOOLS & MINOR EQUIP.

PERIOD	MONTH	YTD	CURRENT	
12/31/12	0.00	64.00		
FYE 2012	0.00	64.00	2,000.00CR	Adopted
1/31/13	0.00	0.00	1,900.00CR	Revised
2/28/13	0.00	0.00		
3/31/13	0.00	0.00		
4/30/13	0.00	0.00		
5/31/13	0.00	0.00		
6/30/13	0.00	0.00		
7/31/13	0.00	0.00		
8/31/13	0.00	0.00	0.00	Current Period
9/30/13	0.00	0.00	0.00	Current Year
10/31/13	0.00	0.00		
11/30/13	0.00	0.00	1,900.00CR	Remaining
12/31/13	0.00	0.00	100	% Remaining

Detail to Display.... A (A/B/D/E/P/I/O) Show Detail Starting At 01 / 01 / 2013
 B/F/S/R/. ACTION? _