LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Record Storage | **Dept. #4198**

Action Type	Action	Fund	Div	Dept	6855 40.14 Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4198	~~550.~~14	480	Office Supplies
+ Line Item Increase	+	100	60	4198	550.30	720	Advertising
- Line Item Decrease	-	100	60	4198	550.40	(1,200)	Gas
					Total	0	***(Must equal 0)***

Explanation (Attach memo if necessary)

Records Storage had unbudgeted expenses due to the uncertainty of supplies needed for Public Retrieval Area and publishing of the Open House. The Gas line item has an excess of funds due to 2018 being the initial year of occupancy with no historical data to follow.

Dan Duggan	10/15/18	Dan Duggan	10/15/18
Department Head	**Date**	**Division Head**	**Date**
David Pedri	10/17/18	Brian O Lynch	10/17/18
County Manager	**Date**	**Budget & Finance Division Head**	**Date**

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Prothonotary	4195

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4195	550.3	3,000	Advertising
- Line Item Decrease	-	100	60	4195	540.14	(3,000)	Office Supplies
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Prothonotary Office is publishing the Stale Case list per rule 1901. The list this year is large due to the number of cases being called.

Jam Z Hilchl	Joan Noggaut 10/15/18
Department Head	**Division Head**
David Pedri 10/17/18	Brian C Sucht 10-17-18
County Manager	**Budget & Finance Division Head**

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Prothonotary	4195

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4195	550.3	700	Advertising
- Line Item Decrease	-	100	60	4195	540.14	(700)	Office Supplies
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Prothonotary and Clerk of Courts have had several employees resign and retire this year. This is to cover the expense of advertising the positions.

Department Head	Division Head 10/15/18
County Manager 10/17/18	Budget & Finance Division Head 10-17-18

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name Veteran Affairs **Dept #** 4491

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	70	4491	540.14	1,000	Office Supplies
- Line Item Decrease	-	100	70	4491	540.31	(1,000)	Memorial Day Expense
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Requestingt Budget Transfer in order to purchase necessary office supplies.

Department Head 9/17/18 Date	Division Head 9/19/18 Date
County Manager 10/17/18 Date	Budget & Finance Division Head 10-17-18 Date