

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Solicitor Dept #  
4151

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	16	4151	540.14	\$12,000	Office Supplies
- Line Item Decrease	-	100	16	4151	550.19	\$12,000	Special Legal Services
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**

Budget Transfer is required to fund Office Supplies Computer/Cabinets equipment expenses incurred and not anticipated for FY 2018.

<i>[Signature]</i> Department Head	<i>11/28/18</i> Date	<i>[Signature]</i> Division Head	<i>11/28/18</i> Date
<i>[Signature]</i> County Manager	<i>11/28/18</i> Date	<i>[Signature]</i> Budget & Finance Division Head	<i>11-28-18</i> Date

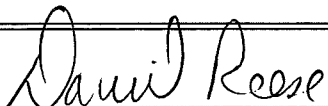
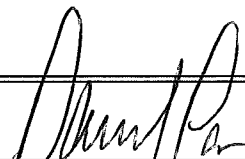

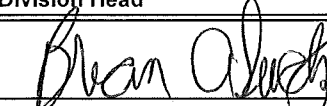
**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

<b>Department Name</b>	<b>Dept #</b>
GIS / MAPPING	4140

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4140	550.22	775	Telephone/Internet
- Line Item Decrease	-	100	30	4140	510.15	(775)	Wages Non-Represented
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

A \$775 transfer is needed for the unbudgeted additional expense. I am requesting a budget transfer to cover this need.

 <b>Department Head</b>	 <b>Division Head</b>
11/20/2018 <b>Date</b>	11/26/18 <b>Date</b>
 <b>County Manager</b>	 <b>Budget &amp; Finance Division Head</b>
11/28/18 <b>Date</b>	11-21-18 <b>Date</b>

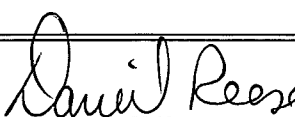


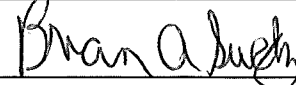
# LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name Dept #  
 GIS / MAPPING 4140

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4140	510.20	4,000	Wages Represented
- Line Item Decrease	-	100	30	4140	510.15	(4,000)	Wages Non-Represented
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

A \$4,000 transfer is needed for Represented Employees in the GIS/Mapping department as a result of the changes in payroll scheduling. \$4,000 will need to be transferred from 100.30.4140.510.15 to 100.30.4140.510.20. I am requesting a budget transfer to cover this need.

 Department Head <span style="float: right;">Date</span> <span style="float: right;">11/20/2018</span>	 Division Head <span style="float: right;">Date</span> <span style="float: right;">11/20/18</span>
 County Manager <span style="float: right;">Date</span> <span style="float: right;">11/28/18</span>	 Budget & Finance Division Head <span style="float: right;">Date</span> <span style="float: right;">11-21-18</span>