

**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name _____ Dept # _____
 Area Agency on Aging _____ 9100

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	910	70	9100	550.52	7,500	Janitorial Services
- Line Item Decrease	+	910	70	9100	540.70	5,000	Small Tools & Minor Equip
	-	910	70	9100	560.55	(12,500)	Purchase Services- Agency
Total						0	<i>(Must equal 0)</i>

Explanation (Attach memo if necessary)
 We are increasing Janitorial Services to cover the increased Janitorial Costs per the RFP that was issued after the budget was passed. We are increasing small tools and minor equipment to upgrade the steam tables at two of the Active Adult Centers.

<i>Mary R. Sall</i> Department Head	<i>10/9/19</i> Date	<i>Lynn J. ...</i> Division Head	<i>10/9/19</i> Date
<i>Lynn J. ...</i> County Manager	<i>10/16/19</i> Date	<i>Blaine ...</i> Budget & Finance Division Head	<i>10-16-19</i> Date