

CITY OF WEST LAFAYETTE
TRANSFER OF FUNDS REQUEST

TO: CLERK-TREASURER, BY AGENDA DAY

FROM: DEPARTMENT – DEVELOPMENT

DATE: 5/26/2004

TRANSFER FROM:

<u>*Account Number</u>	<u>Account Name</u>	<u>Amount</u>
20 – 330	EDIT: Information Printing	\$ 3,000.00

**Total \$ 3,000.00

TRANSFER TO:

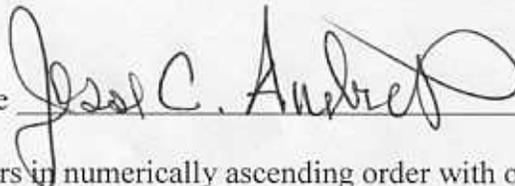
<u>*Account Number</u>	<u>Account Name</u>	<u>Amount</u>
20 - 443	EDIT: Office Equipment	\$ 3,000.00

**Total \$ 3,000.00

EXPLANATION FOR TRANSFER (Feel free to attach additional information)

To transfer from Information Printing where it will not be needed to Office Equipment for purchase of new laptop computer to replace one that is unreliable.

Department Head Signature



*Please list account numbers in numerically ascending order with one total for each account number.

**TRANSFER FROM Total Must Equal TRANSFER TO Total