

**CITY OF WEST LAFAYETTE
TRANSFER OF FUNDS REQUEST**

TO: CLERK-TREASURER, BY AGENDA DAY

FROM: DEPARTMENT City Hall

DATE : 04/22/2004

TRANSFER FROM:

<u>*ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
1-6-351	Electricity	\$ 1,500.00
1-6-361	Repairs-Buildings & Structures	5,000.00
1-6-444	Other Equipment	1,000.00
		<u>**TOTAL \$ 7,500.00</u>

TRANSFER TO:

<u>*ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
1-6-352	Gas	\$ 5,000.00
1-6-353	Water	1,500.00
1-6-443	Other Equipment	1,000.00
		<u>**TOTAL \$ 7,500.00</u>

EXPLANATION FOR TRANSFER (Feel free to attach additional info)

[351, 352, 353, 361] Utility expenses for Police Station are significantly higher than estimated.

[443, 444] New switch for City Hall required because of Parks server change [\$850]

DEPARTMENT HEAD SIGNATURE:

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

****TRANSFER FROM Total MUST Equal TRANSFER TO Total.**