

CITY OF REVERE - Budget Department

Budget Transfer Request Form - NO COUNCIL ORDER REQUIRED

Note: PO's can be pulled in Fund 01 (General Fund) and Fund 60 (Enterprise Fund) if the "bottom line" budget is not overdrawn BUT payments cannot be processed until transfers are made to the appropriate "line item" account

From: _____

Department

Department Head Authorizing Signature

Date

	Org/Obj	Description	Budgeted Amt	Current Balance	Transfer Amt
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1. Budget Transfer TO: _____

Budget Transfer FROM: _____ <-- Fill in Amounts

REASON (Be specific): _____

2. Budget Transfer TO: _____

Budget Transfer FROM: _____ <-- Fill in Amounts

REASON (Be specific): _____

3. Budget Transfer TO: _____

Budget Transfer FROM: _____ <-- Fill in Amounts

REASON (Be specific): _____

4. Budget Transfer TO: _____

Budget Transfer FROM: _____ <-- Fill in Amounts

REASON (Be specific): _____

5. Budget Transfer TO: _____

Budget Transfer FROM: _____ <-- Fill in Amounts

REASON (Be specific): _____

Approved By: _____

City Auditor/Budget Director

Processed By: _____ JE#: _____ Date: _____