

City of Jacksonville, Florida  
Request for Budget Transfer Form

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Reversion of Funds: \_\_\_\_\_  
 (if applicable) Subfund / Indexcode / Subobject / Project Prj-Dtl / Grant Grt-Dtl \_\_\_\_\_ N/A  
 Department or Area Responsible for Contract / Compliance / Oversight Council District(s) \_\_\_\_\_  
 Section of Code Being Waived (if applicable): \_\_\_\_\_  
 Fiscal Yr(s) of carry over (all-years funds do not require a carryover) \_\_\_\_\_  
 Justification for Waiver CIP (yes or no): \_\_\_\_\_ No

Justification for / Description of Transfer: \_\_\_\_\_  
 Executive Branch Re-organization: Transfer funding to establish internal service budget for the Office of Neighborhood Services.

Total Amount Appropriated: \$4,000.00

CITY COUNCIL  
 Requesting Council Member: \_\_\_\_\_  
 Requesting Council Member: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_  
 CM's District: \_\_\_\_\_  
 CM's District: \_\_\_\_\_  
 Ordinance: \_\_\_\_\_

**OFFICE OF THE MAYOR**

BUDGET ORDINANCE     TRANSFER DIRECTIVE    TD / BT Number: **BT16-040**

Department Head	Date Rec'd.	Date Fwd.	Approved	Disapproved
Mayor's Office	1/10/16	1/13/16	Angela Moyer	
Accounting Division	2/2/16	2/2/16	Angela Moyer	
Budget Division	2/2/16			

Date of Action By Mayor: \_\_\_\_\_ Approved: *Lenny Curry*  
 Date Initiated: 2/2/16  
 Division Chief: \_\_\_\_\_  
 Prepared By: Angela Moyer, Budget Officer  
 Phone Number: 904-630-1301  
 Initiated / Requested By (if other than Department): \_\_\_\_\_

Budget Transfer Line Item Detail

**TRANSFER FROM:** (Revenue line items in this area are being appropriated and expense line items are being de-appropriated.)

Rev Exp	SF ID	Subfund Title	Activity / Grant Title	Line Item / Subsubject Title	Amount	Accounting Codes					Grt-Dtl	
						Indexcode	Subobject	Project	Pri-Dtl	Grant		
					\$4,000.00							
Exp	011	General Fund - GSD	Non-Departmental Allocations	Internal Service - Copy Center	\$2,000.00	JXMS011IS	04211					
Exp	011	General Fund - GSD	Non-Departmental Allocations	Internal Service - Mailroom / Postage	\$2,000.00	JXMS011IS	04221					

**TRANSFER TO:** (Revenue line items in this area are being de-appropriated and expense line items are being appropriated.)

Rev Exp	SF ID	Subfund Title	Activity / Grant Title	Line Item / Subsubject Title	Amount	Accounting Codes					Grt-Dtl	
						Indexcode	Subobject	Project	Pri-Dtl	Grant		
					\$4,000.00							
Exp	011	General Fund - GSD	Office of Neighborhood Services	Internal Service - Copy Center	\$2,000.00	EROD011NS	04211					
Exp	011	General Fund - GSD	Office of Neighborhood Services	Internal Service - Mailroom / Postage	\$2,000.00	EROD011NS	04221					

**APPROVED BY:**  
**MAYOR'S BUDGET**  
**REVIEW COMMITTEE**  
**FEB - 8 2016**  
**DATE** \_\_\_\_\_