

RESOLUTION 18, 2020

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TERRE HAUTE, INDIANA:

WHEREAS, There are insufficient funds in a certain account of the City Clerk's Office budget to meet current and anticipated expenditures within said Department, and;

WHEREAS, There are surplus funds in another account of the same budget, said Accounts being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfers be made in the Accounts heretofore appropriated for the use of said Department:

FROM: #0101-0002-02-421020	Copy Machine Supplies	\$ 350.00
FROM: #0101-0002-02-421010	Office Supplies	\$ 850.00
TO: #0101-0002-03-434030	Legal Notices	\$1,200.00
FROM: #0101-0002-02-4210110	Office Supplies	\$ 700.00
TO: #0101-0002-03-433010	Telephone	\$ 700.00
<b>TOTAL</b>		<b>\$1,900.00</b>

Introduced by: O. Earl Elliott O. Earl Elliott, Councilman

Passed in open Council this 10<sup>TH</sup> day of DECEMBER, 2020.

[Signature] George Azar, President

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

Presented by me to the Mayor this 11<sup>TH</sup> day of DECEMBER, 2020.

Michelle L. Edwards Michelle L. Edwards, City Clerk

Approved by me, the Mayor, this 11<sup>TH</sup> day of DECEMBER, 2020.

[Signature] Duke A. Bennett, Mayor

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

**REQUEST FOR TRANSFER OF BUDGETED FUNDS**

(For Approval by Mayor, Controller; and Council Action Needed)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: City Clerk (0101-0002)

DATE: 11/18/20

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>02-421020</u>	<u>Copy Machine Supplies</u>	\$ <u>350.00</u>
FROM:	<u>02--421010</u>	<u>Office Supplies</u>	\$ <u>850.00</u>
TO:	<u>03-434030</u>	<u>Legal Notices</u>	\$ <u>1,200.00</u>
FROM:	<u>02--421010</u>	<u>Office Supplies</u>	\$ <u>700.00</u>
TO:	<u>03--433010</u>	<u>Telephone</u>	\$ <u>700.00</u>

**Total Amount to Be Transferred** \$ 1,900.00

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Forward to Mayor) Signature

Mayoral Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Forward to Controller) Signature

Controller Approval: Jessie A. Ellis Date: 11/20/20  
(Forward to the Legal Department)

Received by Legal: \_\_\_\_\_ Resolution # \_\_\_\_\_  
Date

**DEPARTMENT HEAD:** Please attach a memorandum briefly detailing the need for this resolution. Such information should include the specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.