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.

<table>
<thead>
<tr>
<th>From:</th>
<th>Department</th>
<th>Department Head Authorizing Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Org/Obj</th>
<th>Description</th>
<th>Budgeted Amt</th>
<th>Current Balance</th>
<th>Transfer Amt</th>
</tr>
</thead>
</table>

1. Budget Transfer TO: ____________________________
   Budget Transfer FROM: ____________________________
   REASON (Be specific):
   --- Fill in Amounts

2. Budget Transfer TO: ____________________________
   Budget Transfer FROM: ____________________________
   REASON (Be specific):
   --- Fill in Amounts

3. Budget Transfer TO: ____________________________
   Budget Transfer FROM: ____________________________
   REASON (Be specific):
   --- Fill in Amounts

4. Budget Transfer TO: ____________________________
   Budget Transfer FROM: ____________________________
   REASON (Be specific):
   --- Fill in Amounts

5. Budget Transfer TO: ____________________________
   Budget Transfer FROM: ____________________________
   REASON (Be specific):
   --- Fill in Amounts

Approved By:

City Auditor/Budget Director

Processed By: ________________  JE#: ________________  Date: ________________

Last Revised: 3/1/2018