

**City of Bridgeport  
Office of Policy and Management  
Budget Transfer Request**

DEPARTMENT: **LIBRARY** **12/21/22**

TRANSFER REQUEST: (Please provide a detailed statement of the reasons surrounding the transfer request, the exact account numbers and names of the accounts which will be affected, the dollar amount involved, and a statement which confirms that the re-allocated funds of the accounts which you affect are sufficient for all anticipated expenditures for the remainder of the fiscal year.)

Transfer \$8,000 <b>FROM</b> Line 56160 MARKETING SERVICES <b>TO</b> Line 54550 COMPUTER SOFTWARE			
From: Marketing Services		To: Computer Software	
\$	40,000.00	\$	931.00
-\$	<u>8,000.00</u>	+\$	<u>8,000.00</u>
\$	32,000.00	\$	8,931.00
Additional Comments: To cover the purchase of a license for Microsoft Office 365 - Email Exchange due for renewal in 2023.			

This transfer is to implement the action of the Library Board of Directors under the authority granted by Connecticut General Statutes §11-33.

Department Head Signature: Elaine Braithwaite, City Librarian

Date: \_\_\_\_\_