

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

DEPARTMENT: **LIBRARY** **11/20/24**

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 \$8,000.00 FROM Line 56175 Office Equipment Maintenance Services TO Line 54550 Computer Software	
From: Office Equipment Maintenance Services	To: Computer Software
\$ 8,000.00	\$ 7,809.88
<u>-\$ 8,000.00</u>	<u>+\$ 8,000.00</u>
\$ 0.00	\$ 15,809.88
Additional Comments: 1 of 2 transfers into Computer Software to cover Envisionware, Bibliomation, and Misc. Computer Software expenses.	

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: _____

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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 \$5,000.00 FROM Line 53705 Advertising Services TO Line 54550 Computer Software			
From: Advertising Services		To: Computer Software	
\$	5,000.00	\$	15,809.88
-\$	5,000.00	+\$	5,000.00
\$	0.00	\$	20,809.88
Additional Comments: 2 of 2 transfers into Computer Software to cover Envisionware, Bibliomation, and Misc. Computer software expenses.			

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: _____