




**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

August 6, 2018

To: Terrence D. McCracken, Secretary to the Authority  
From: Robert J. Lichtenthal, Jr., Deputy Director   
Subject: Budget Transfer-Roof Replacement at Service Center

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Attached to this memo is Budget Transfer Request for presentation as a resolution requesting approval by the Board of Commissioners at their scheduled meeting of August 16, 2018. The reason for the request was presented to the Board as a Staff Item at the August 2, 2018 Board Meeting. Direction was given to prepare this Budget Transfer Request.

If you have any questions or are in need of further information please see me.

## Budget Transfer Authorization

Budget Transfer No: \_\_\_\_\_

Date: 8/6/18

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
3070		101335	Warehouse Conversion	\$650,000

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
3070		101243	SEA/ECR CENTER ROOF REPLACEMENT	\$650,000

Statement as to Necessity of Budget Transfer:

Fund New Capital ITEM TO Replace Roof

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Required Approvals\*:

Unit Head: [Signature] 8/6/18

Dept. Head: [Signature] 8/5/18

Budget/Financial Analyst: [Signature]

Executive Engineer: [Signature] 8-6-18

Comptroller: [Signature]

Deputy Director: [Signature]

Executive Director: [Signature]

Board Resolution Date: \_\_\_\_\_

\* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B