# Budget Transfer Authorization

Budget Transfer No: ___________________  Date: 1-2-2019

Transfer From:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Dept</th>
<th>Exp/Capital No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2502</td>
<td>Eng</td>
<td>74</td>
<td>Payments to Contractors - Tanks</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

Transfer To:

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</thead>
<tbody>
<tr>
<td>2535</td>
<td>Eng</td>
<td>18</td>
<td>Payment to Contractors - Restoration</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

Statement as to Necessity of Budget Transfer:

The restoration budget does not have enough funds to pay the November & December invoices that will be incurred from the restoration contractor. There are excess funds available in Unit 2502, Payment to Contractors - Tanks that will be used to fund the Restoration Budget.

Required Approvals*:

Unit Head: [Signature]  1-2-19

Dept. Head: [Signature]  1-2-19

Budget/Financial Analyst: [Signature]  1-2-19

Executive Engineer: [Signature]  1-2-19

Comptroller: [Signature]  1-2-19

Deputy Director: [Signature]  1-2-19

Executive Director: [Signature]  1-2-19

Board Resolution Date: [Signature]  1-2-19

* 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

Revised 9/17/2009
To: Steve D’Amico, Business Office Manager

From: Leonard F. Kowalski, Senior Distribution Engineer

Subject: Budget Transfer

The Restoration Budget does not have enough funds available to pay the November and December invoices that were received from the Restoration Contractor. The Restoration Budget is based on historical averages and 2018’s restoration costs have exceeded what was budgeted by approximately 9%. There are excess funds available in Unit 2502 (Payments to Contractors — Tanks) that can be used to supplement the restoration budget.

The Engineering Department is therefore requesting a budget transfer in the amount of $200,000 from Unit 2502 Line Item 74 Payments to Contractors — Tanks to Unit 2535 Line Item 18 Payments to Contractors — Restoration.

cc: R.Stoll

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