ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
March 11, 2019

To: Steve D'Amico, Business Office Manager
From: Leonard F. Kowalski, Senior Distribution Engineer
Subject: Budget Transfer

The Engineering Department is requesting a budget transfer in the amount of $160,000 from Unit 2595 Engineering/Construction Transmission Mains to Unit 2590 Engineering/Construction Distribution Mains. The CH-010 project was recently bid and came in under budget. The excess funds from CH-010 will be used to fund the design of the fifth waterline replacement project in 2019.

cc: R.Stoll

F:\Budget Information\2019 Budget\2019 Budget Amendments\Budget Transfer - Capital 2019 03-11-19.docx
## Budget Transfer Authorization

**Budget Transfer No:** ____________________________  
**Date:** ____________________________

### 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>2595</td>
<td>Eng/Mkt</td>
<td>10/357</td>
<td>C/4-10 Transmission</td>
<td>$160,000</td>
</tr>
</tbody>
</table>

### Transfer To:

<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>2590</td>
<td>Eng/Mkt</td>
<td>10/257</td>
<td>Waterline Replacement</td>
<td>$160,000</td>
</tr>
</tbody>
</table>

### Statement as to Necessity of Budget Transfer:

*Excess funds from Unit 2595 are being used to fund a fifth waterline design project under Unit 2590.*

### Required Approvals*:

- **Unit Head:**[Signature] [Date]
- **Dept. Head:**[Signature] [Date]
- **Budget/Financial Analyst:**[Signature] [Date]
- **Executive Engineer:**[Signature] [Date]
- **Comptroller:**[Signature] [Date]
- **Deputy Director:**[Signature] [Date]
- **Executive Director:**[Signature] [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

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Revised 9/17/2008