

NOTE: TRANSFER ONLY

DATE \_\_\_\_\_

**REQUEST TO TRANSFER BUDGET APPROPRIATIONS**  
**WITHIN A DEPARTMENTAL BUDGET**

FROM THE OFFICE OF \_\_\_\_\_

TO: HONORABLE BOARD OF STARKE COUNTY COMMISSIONERS  
HONORABLE BOARD OF STARKE COUNTY COUNCIL

GENTLEMEN & OR LADIES:

REQUEST IS HEREBY MADE FOR ADDITIONAL APPROPRIATIONS IN THE  
FOLLOWING ACCOUNTS IN THE AMOUNTS SPECIFIED:

<u>ACCT. #</u>	<u>NAME</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A REDUCTION WILL BE MADE IN THE FOLLOWING ACCOUNTS IN THE AMOUNTS  
SPECIFIED:

<u>ACCT. #</u>	<u>NAME</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Respectfully Yours,

\_\_\_\_\_  
Signature and Title