

COUNTY OF MENDOCINO
REQUEST FOR APPROPRIATION, CANCELLATION OR REVISION OF FUNDS

Dept./Office: Library

Date 10/21/2024

To County Auditor-Controller:

The Following request is deemed necessary. Please report the available balances to the County Executive Officer.

Fund	Org/BU	Object (+Project)	Object Description	AMOUNT	I/D	AUDITOR BALANCE
1303	CILB/1715	864355-CILU4	LEASEHOLD IMPROVEMENTS	\$ 45,000.00	I	

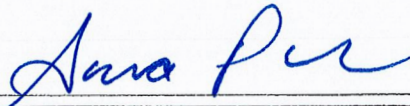
The Ukiah Main Library has an urgent capital improvement project to replace the front doors at the Ukiah Branch. The current doors cannot be properly aligned and are causing unsafe conditions due to difficulty locking and ease of opening without a key. The Library has fund 1303 specifically allocated for capital improvements.

JUSTIFICATION: As stated above or attached memo. DEPARTMENT HEAD By 
 Prepared by: Barbra Chapman Ph: 707-367-8216 Email: chapmanb@mendocinocounty.gov

TO COUNTY EXECUTIVE OFFICER:

- Sufficient balances remain in the accounts indicated to effect transfer as requested.
 - Insufficient balances are available to meet the above request within departmental budget.
- Requires transfer of \$ _____

REMARKS:

No. _____ Date 10/21/24 AUDITOR-CONTROLLER By 

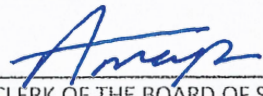
COUNTY EXECUTIVE OFFICER: RECOMMENDATION APPROVAL DENIED

COMMENTS:

Date 10/21/24 
 COUNTY EXECUTIVE OFFICER

ACTION OF BOARD OF SUPERVISORS: APPROVED AS REQUESTED APPROVED AS REVISED OTHER

REMARKS:

Date 11/05/2024 
 DEPUTY CLERK OF THE BOARD OF SUPERVISORS

JE NO. _____ Date _____ By: _____