

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

Dept./Office: Planning & Building Services

Date 03/23/2021

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
1100	PB	862239	Special Department Expense	\$ 10,705.00	D	26,185.47
1100	PB	862230	Info Tech Equip	\$ 10,705.00	I	5,000.00
1100	PB	862253	Travel & Trsp Out of County	\$ 7,000.00	D	8,022.71
1100	PB	862230	Info Tech Equip	\$ 7,000.00	I	5,000.00

Due to COVID-19 and the general technology growth and demand, there is an increased number of work from home supplies needing to be purchased such as laptops and iPads (please see attached quotes). There are allocations in Special Department Expense and Out of County Travel that will not be utilized, therefore we would like to reallocate the appropriations to our Info Tech Equip line to be able to purchase additional laptops and iPads.

JUSTIFICATION: As stated above or attached memo. DEPARTMENT HEAD By [Signature]
 Prepared by: Danielle Fitts Ph: 707-234-6675 Email: fittsd@mendocinocounty.org

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. 03T018 Date 3/23/21 AUDITOR-CONTROLLER BY [Signature]

COUNTY EXECUTIVE OFFICER: RECOMMENDATION APPROVAL DENIED

COMMENTS:

Date _____ COUNTY EXECUTIVE OFFICER [Signature]

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

REMARKS:

Date 5/28/2021 DEPUTY CLERK OF THE BOARD OF SUPERVISORS [Signature]

JE NO. _____ Date _____ By: _____