COUNTY OF MENDOCINO

REQUEST FOR APPROPRIATION, CANCELLATION OR REVISION OF FUNDS

Dept./Office: Cultural Services Agency - Library Date 05/16/2019

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
1205	LB/6110	864370	EQUIPMENT	$ 34,734.40	D	34,734
1205	LB/6110	862239	SPECIAL DEPT	$ 34,734.40	I	88,005

The $34,734.40 is the amount left over from the Library grant for a Library outreach van. The approved request from the California State Library is attached to move that money into 862239 to purchase additional outreach supplies and services such as the vehicle vinyl wrap, heavy duty book trucks for book transportation, books and items for checking out, craft and literacy kits and other outreach supplies.

JUSTIFICATION: As stated above or attached memo. DEPARTMENT HEAD By [signature]

Prepared by: Barbra Chapman Ph: 707-234-2871 Email: chapmanb@mendocinocounty.org

RECEIVED MAY 20 2019 County of Mendocino Auditor Controller

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: Decrease 1205 LB 6110 864370 Equipment
Increase 1205 LB 6110 862239 Special Dept Expense

No. 05T016 Date 5/24/19 AUDITOR-CONTROLLER By Chamisi Cubbin

COUNTY EXECUTIVE OFFICER: ☒ RECOMMENDATION ☐ APPROVAL ☐ DENIED

COMMENTS:

Date 5/24/19 [signature]
COUNTY EXECUTIVE OFFICER

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

REMARKS:

Date 6-18-19 Sr. Karla VanHagen
DEPUTY CLERK OF THE BOARD OF SUPERVISORS

JE NO._____ Date_____ By:_____

Revised 1/19

Approp Transf