COUNTY OF MENDOCINO

REQUEST FOR APPROPRIATION, CANCELLATION OR REVISION OF FUNDS

Dept./Office: Grand Jury Date 05/25/2021

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	GJ/2060	862250	Transportation & Travel	$ 25,000.00	D	$ 39,352.89
1100	GJ/2060	862230	Info Tech Expense	$ 25,000.00	I	$ 0.00

Increase appropriations for the purchase of 19 department laptops due to COVID-19 and the implementation of working remotely has increased the need for Jurist to work more independently at their residence. Original quoted purchase price $24,898.23. Decrease the expense line item for Travel due to COVID-19 Jurist have been staying at home and the need to travel to meetings, conferences and the Administration center has decreased.

JUSTIFICATION: As stated above or attached memo. DEPARTMENT HEAD By Darcie Antle

Prepared by: Amanda Wolter Ph: 707-264-6036 Email: woltera@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. 05T021 Date 05/25/2021 AUDITOR-CONTROLLER By Chamise Cubbison Digitally signed by Chamise Cubbison Date: 2021.05.25 09:51:32 -07'00'

COUNTY EXECUTIVE OFFICER: ☐ RECOMMENDATION ☑ APPROVAL ☐ DENIED

COMMENTS:

Date 5/25/21 Cheri Ott COUNTY EXECUTIVE OFFICER

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

REMARKS:

Date _____ DEPUTY CLERK OF THE BOARD OF SUPERVISORS

JE NO._____ Date_____ By:_____