

- Description Change
- Transfer Request



**OCONEE COUNTY, SOUTH CAROLINA
BUDGET REVISION FORM**

DATE OF REQUEST

FISCAL YEAR

DEPARTMENT NAME

SIGNATURE OF DEPARTMENT DIRECTOR

T R A N S F E R T O	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	LINE ITEM ACCOUNT NUMBER	LINE ITEM DESCRIPTION	AMOUNT TO TRANSFER
	<p><small>(Use the "Transfer To" box when submitting a Description Revision Form OR a Transfer Request Form.)</small></p> <p>EXPLAIN WHY THIS ITEM(S) IS NEEDED AND WHY IT WAS NOT INCLUDED IN THE ORIGINAL BUDGET.</p> <p align="center"> <input type="checkbox"/> YES <input type="checkbox"/> NO WAS THIS ITEM PREVIOUSLY CUT FROM YOUR BUDGET DURING THE BUDGET PROCESS? </p>			

T R A N S F E R F R O M	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	LINE ITEM ACCOUNT NUMBER	LINE ITEM DESCRIPTION	AMOUNT TO TRANSFER <small>(Round up to the nearest whole dollar)</small>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	LINE ITEM ACCOUNT NUMBER	LINE ITEM DESCRIPTION	AMOUNT TO TRANSFER <small>(Round up to the nearest whole dollar)</small>
<p><small>(Use the "Transfer To" AND the "Transfer From" box when submitting a Transfer Request Form. DO NOT use the "Transfer From" box if requesting only a Description Revision.)</small></p> <p>WHY ARE THERE EXCESS FUNDS IN THIS ACCOUNT? WHAT ITEM WILL NOT BE NEEDED THAT WAS APPROVED DURING THE BUDGET PROCESS?</p>				

A P P R O V A L	<input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED
	<p>_____</p> <p>T. Scott Moulder - County Administrator</p>

<input type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
<p>_____</p> <p>Ladale Price -Finance Director</p>