



# City of Gardena

## Request for Interim Budget Appropriation or Transfer

To: Administrative Services Department

Attention: Finance Division

Request		Account Number	Account Title	Amount
Appropriation or	a.			
Transfer To:	b.			
	c.			
	d.			
	e.			
			Total Transfer To:	
	a.			
	b.			
	c.			
	d.			
	e.			
			Total Transfer From:	

☐ New Appropriations: Attach support document authorizing the funds to be appropriated.

☐ Budget Transfers: Explain need for transfer and reason for excess funds available to cover transfer.

Please see attached:

Requested by:

\_\_\_\_\_  
Department Division

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

Budgetary Approval:

--Funds Available as Requested

☐ Yes  
☐ No

\_\_\_\_\_  
Director of Administrative Services

\_\_\_\_\_  
Date

Administrative Approval:

☐ Yes  
☐ No

\_\_\_\_\_  
Deputy City Treasurer

\_\_\_\_\_  
Date

Council Action Required:

☐ Yes  
☐ No

\_\_\_\_\_  
City Manager  
Council Meeting Calendared

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RETENTION:** Finance to maintain permanent record; copies may be destroyed at end of fiscal year following applicability.

**DISTRIBUTION:** Finance: Original (signed)      Department File: Copy of signed original