

**DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective April 1, 2025**

From: 4000  
Company #

ETSB-EQUALIZATION  
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
5820	53830		OTHER CONTRACTUAL EXPENSES	\$ 3,000.00			
Total				\$ 3,000.00			

To: 4000  
Company #

ETSB-EQUALIZATION  
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
5820	53040		INTERPRETER SERVICES	\$ 3,000.00			
Total				\$ 3,000.00			

Reason for Request:

Budget transfer for FY25 to move funds from 4000-5820-53830 (Other Contractual Expenses) to 4000-5820-53040 (Interpreter Services) to encumber additional funds for translation services under PO 924001/6848-1. [Total Transfer Amount: \$3,000.00]

\_\_\_\_\_  
Department Head Date

Activity \_\_\_\_\_  
(optional)

\_\_\_\_\_  
Chief Financial Officer Date

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only	
Fiscal Year _____ Budget Journal # _____ Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____