

FY24

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

DINING SERVICES
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2025	54110		EQUIPMENT AND MACHINERY	\$ 2,843.00	24,000.00	21,157.00	2/20/24	1200-9100
2100	54110		EQUIPMENT AND MACHINERY	\$ 4,481.00	17,000.00	12,519.00	2/20/24	1200-9100
				Total	\$ 7,324.00			

To: 1200
Company #

DINING SERVICES
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2025	52000		FURN/MACH/EQUIP SMALL VALUE	\$ 7,324.00	3,500.00	10,824.00	2/24/24	1200-9100
				Total	\$ 7,324.00			

Reason for Request:

Transfer monies from Dining Services Capital line (54110) to the furniture, machinery & equipment small value line (52000) for 3 of the 8 delivery carts that were previously budgeted to the Capital line (54110), however, quote came in under what was anticipated and now moving to correct line to accommodate the 3 carts that now will be charged to the small value line (52000) for the DuPage Care Center Dining Services.

Signature on File

Department Head
Signature on File

Chief Financial Officer

2/16/24
Date
2/22/24
Date

Activity _____
(optional)

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

Finance Department Use Only		
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____
Entered By/Date _____	Released & Posted By/Date _____	

HS - 3/5/24
FIN/CB - 3/12/24