

**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	52000		FURN/MACH/EQUIP SMALL VALUE	\$ 7,708.00			
			Total	\$ 7,708.00			

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	52270		MAINTENANCE SUPPLIES	\$ 7,708.00			
			Total	\$ 7,708.00			

Reason for Request:

Budget transfer for FY26 to move funds from 4000-5820-52000 (Furniture, Machinery, Small Equipment) to 4000-5820-52270 (Building Maintenance Supplies) for a door, frame, lock, sidelite, and labor/installation for the Deputy Director of IT's office per PO# 926030.
[Total Transfer Amount: \$7,708.00]

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 _____