

DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective October 1, 2024

From: 5000  
Company #

LIHEAP GRANTS  
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	
1495	54100	0	IT EQUIPMENT	\$ 320.00	1,339.00	1,019.00	3/18/25
Total				\$ 320.00			

To: 5000  
Company #

LIHEAP GRANTS  
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	
1495	54100	0700	IT EQUIPMENT - CAPITAL LEASE	\$ 320.00	(28.42)	291.58	3/18/25
Total				\$ 320.00			

Reason for Request:

The Purpose of this Budget Transfer is to cover Expenses for Toshiba Copier Lease Charges.  
*Adding Sub account for leases.*

*Signature on File*  
 Department Head \_\_\_\_\_ Date 3/17/25  
*Signature*  
 Chief Financial Officer \_\_\_\_\_ Date 3/18/2025

Activity 25-254028  
(optional)

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

Finance Department Use Only			
Fiscal Year <u>25</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

HS - 4/1/25  
FIN/LB - 4/8/25

or