

DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective April 1, 2025

From: 1000  
Company #

COUNTY RECORDER  
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	
4300	53804		POSTAGE & POSTAL CHARGES	\$ 500.00	4,381.42	3,881.42	11/19/25
Total				\$ 500.00			

To: 1000  
Company #

COUNTY RECORDER  
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	
4300	54107		SOFTWARE	\$ 500.00	0	500.00	11/19/25
Total				\$ 500.00			

Reason for Request:

budget transfer to software account.

Activity

(optional)

Department Head

Chief Financial Officer

11/19/25  
Date  
11/20/25  
Date

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

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

FIN/CB - 11/25/25