

11/9/23

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective May 3, 2023

DINING SERVICES

From: 1200
Company #

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	
2025	54110		EQUIPMENT AND MACHINERY	\$ 1,400.00	11,716.85	10,316.85	11/9/23
Total				\$ 1,400.00			

HOUSEKEEPING

To: 1200
Company #

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	
2035	54110		EQUIPMENT AND MACHINERY	\$ 1,400.00	6,851.60	8,251.60	11/9/23
Total				\$ 1,400.00			

Reason for Request:

Transfer monies to allow purchasing of two (2) EZ mops to add to the current fleet for newly purchased Housekeeping trolley carts for Housekeeping at the DPCC

Signature on File

Department Head

Signature on File

Date

Date

Activity

(optional)

Chief Financial Officer

Date

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

Finance Department Use Only			
Fiscal Year <u>23</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

HS-11/21/23

FIN/CB-11/28/23

11-9-23
11/13/23