

DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective January 22, 2024

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	53828		CONTINGENCIES	\$ 5,000.00			
Total				\$ 5,000.00			

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	53800	0001	COPIER USAGE	\$ 5,000.00			
Total				\$ 5,000.00			

Reason for Request:

Budget transfer for FY24 to move funds from 4000-5820-53828 (Contingencies) to 4000-5820-53800-0001 (Copier Usage) for monthly print charges associated with the Canon copier lease contract PO 3880-1 and Toshiba contract PO 6956-1 per the County Finance Department [Total Transfer Amount: \$5,000.00]

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 _____	