

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

From: 1100
 Company #

RECORDER DOCUMENT STORAGE
 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	
4310	53090		OTHER PROFESSIONAL SERVICES	\$ 40,000.00	205,993.38	165,993.38	9/16/24
Total				\$ 40,000.00			

To: 1100
 Company #

RECORDER DOCUMENT STORAGE
 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	
4310	54100		IT EQUIPMENT	\$ 40,000.00	0	40,000.00	9/16/24
Total				\$ 40,000.00			

Reason for Request:

To cover the expense of purchasing a wide format printer (HPXL4250) to replace current HPXL4100 lease that is ending in November, 2024.

Department Head

9/16/24
 Date

Chief Financial Officer

9/18/24
 Date

Activity

(optional)

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

Finance Department Use Only

Fiscal Year 24 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

FIN - 9/24/24
 CB - 9/24/24

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