

DuPage County, Illinois  
 BUDGET ADJUSTMENT  
 Effective May 29, 2024

GENERAL FUND SPECIAL ACCOUNTS

From: 1000  
 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	
1180	53828		CONTINGENCIES	\$ 4,812.00	3,414,539.00	3,409,727.00	9/12/24
Total				\$ 4,812.00			

COUNTY BOARD

To: 1000  
 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	
1001	54120	4220	AUTOMOTIVE EQUIPMENT - COUNTY	\$ 4,812.00	0	4,812.00	9/12/24
Total				\$ 4,812.00			

Reason for Request:

Budget transfer to move funds from General Fund Contingencies to County Board to cover the retrofitting of a County Clerk - Elections vehicle.

Activity \_\_\_\_\_  
 (optional)

Department Head \_\_\_\_\_  
 Chief Financial Officer \_\_\_\_\_

Date 9/13/24  
 Date

\*\*\*\*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



**DUPAGE  
COUNTY**

## FINANCE DEPARTMENT

630-407-6100

[www.dupagecounty.gov/finance](http://www.dupagecounty.gov/finance)

Date: September 24, 2024  
From: Jeffrey Martynowicz, Chief Financial Officer  
To: DuPage County Finance Committee  
RE: DuPage County Clerk/Election Division Credit Card Invoice

Attached, please find an invoice from the DuPage County Clerk that was paid utilizing the County Treasurer's credit card. The invoice is for the upfitting of a County vehicle utilized by the County Clerk - Election Division. As the Board is aware, all vehicles that departments and Elected Officials use are County capital. The dollar amount of the invoice is \$4,811.97. The general ledger account number that was coded by the County Clerk's Office does not have sufficient funds, and the account number used is incorrect. Vehicle upfitting should be charged to a capital account because it is increasing the value of a County vehicle. The Finance Department cannot simply change the account number because it would be interfering with the internal operations of an Elected Official. Due to this bill being paid via credit card, the County will incur interest and late fees if left unpaid. I am requesting that the Finance Committee direct staff on how to address the invoice/credit card statement issue. I have identified two options for committee consideration:

1. Do not pay the amount of the invoice on the credit card statement.
2. Pay the invoice utilizing the County Board budget in the General Fund.

I am recommending option two. A budget transfer has been provided on agenda item #24-2551. The transfer is from General Fund contingencies (1000-1180-53828) to Vehicles (1000-1001-54120). To be clear, both accounts are County accounts, not controlled by the County Clerk's Office.



**U.S. UPFITTERS / INLAD**  
 980 N LOMBARD RD  
 LOMBARD, IL 60148  
 Phone: 630-652-1200  
 Toll Free: 800-377-5652  
 www.inlad.com

a division of **Driveerge**

# Invoice

Invoice #: 109141

Date: 7/31/2024

**PAID**  
 07/31/2024

**Bill To:** Dupage County Election Div.  
 421 N. County Farm Rd.  
 Wheaton, IL. 60187  
 John Meneghini

**Ship To:** Dupage County Election Div.  
 421 N. County Farm Rd.  
 Wheaton, IL 60187

S.O. No.	P.O. No.	Terms	Due Date	Via	VIN or Stock #
139495		Due on receipt	7/31/2024	Installation	1FTBR1C83PKA50444

  

Qty	Item #	Description	Unit Price	Extended Price
1	LEG-742-135-6441	StabiliGrip 5/16" thick, 2015 Transit 148' WB, 3 piece interlocked, NO SILLS ^^^USE CUSTOMERS SILLS^^^	897.82	897.82
2	Install Labor	Assembly & Installation Charge	125.00	250.00
1	LEG-05F04-20-M	EconoLite Wall Liner - Textured Grey - 148 MR	769.92	769.92
2	Install Labor	Assembly & Installation Charge	125.00	250.00
1	LEG-07F00-20-M	EconoLite Door Liner - Textured Grey - MR	312.58	312.58
1	Install Labor	Assembly & Installation Charge	125.00	125.00
1	ASPARFTM-NW	Composite Partition-Transit MEDIUM Roof - 51770	1,427.83	1,427.83
2	Install Labor	Assembly & Installation Charge	125.00	250.00
2	E-TRACK	10' E-Track GREY	76.91	153.82
3	Install Labor	Assembly & Installation Charge	125.00	375.00
		TOTAL SALES TAX	0.00	0.00

*Received as invoiced.*  
*OK TO PAY: JAM. 8/1/2024*  
*FOR ELECTION DIVISION*  
*DUPAGE COUNTY CLERK*

**NOTE:**  
**PAID BY: TREASURERS**  
**CREDIT CARD**  
*JAM 8/1/24*

Thank you for the opportunity to quote your truck equipment needs.

**Subtotal** \$4,811.97

*Returns accepted with proof of purchase within 30 days of date of sales receipt. All return merchandise is subject to a re-stocking charge of 20% or more, and will be refunded within 10 days of the return. All Warranty/Defective merchandise returns are subject to manufacturer approvals before credits are issued. No returns will be accepted on used or damaged product or custom orders.*

**Total** \$4,811.97

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