

DuPage County, Illinois  
 BUDGET ADJUSTMENT  
 Effective April 1, 2025

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	54100	0700	IT EQUIPMENT - CAPITAL LEASE	\$ 150,000.00	150,000.00	0	2/10/26
Total				\$ 150,000.00			

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	54107		SOFTWARE	\$ 150,000.00	172,000.00	322,000.00	2/10/26
Total				\$ 150,000.00			

Reason for Request:

To cover cost of a new recording software system.

Department Head

2-4-26  
 Date

Chief Financial Officer

[Signature]  
 Date

Activity \_\_\_\_\_  
 [optional]

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

Finance Department Use Only			
Fiscal Year <u>26</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

FIN - 2/10/26  
 CB - 2/10/26