

**DuPage County, Illinois
BUDGET ADJUSTMENT
Effective April 1, 2025**

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	53810		CUSTODIAL SERVICES	\$ 5,000.00			
Total				\$ 5,000.00			

Reason for Request:

Budget transfer for FY26 to move funds from 4000-5820-53828 (Contingencies) to 4000-5820-53810 (Custodial Services) for Semi-annual console cleaning FY26.
PO# 926008 [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 _____