

**DuPage County, Illinois
BUDGET ADJUSTMENT
Effective May 3, 2023**

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	53805		OTHER TRANSPORTATION CHARGES	\$ 1,000.00			
			Total	\$ 1,000.00			

To: _____
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	
5820	53804		POSTAGE & POSTAL CHARGES	\$ 1,000.00			
			Total	\$ 1,000.00			

Reason for Request:

Budget Transfer for FY23 to move funds from 4000-5820-53805 (Other Transportation Charges) to 4000-5820-53804 (Postage & Postal Charges) for the shipping and insurance charges associated with radio equipment calibration. [Total Transfer Amount: \$1,000.00]

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 _____