

**TRANSFER OF FUNDS REQUESTS FOR FY19 - PERIOD ENDING 11/21/2018  
NON-CAPITAL**

DEPARTMENT. ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
<b>Finance/Accounting</b>				
1	55205670 506640 RS ARC Maintenance Capital Outlay Equipment	55205675 501470 RS ARC Equipment, Instruments & Apparatus	\$4,910.00	A transfer of funds is requested for a quote for a machine that came in under \$5,000, the minimum for capitalization. Department requested moving budgeted funds from capical outlay to operations expense.
2	67401850 506642 IT Capital Outlay Computer Equipment	67401850 504801 IT Maintenance Agreements	\$31,206.56	A transfer of funds is requested as the annual maintenance agreement does not meet capitalization criteria. Budget and related expense needs to be moved to the materials category.