**TRANSFER**

**REQUEST FORM**

**Please use this form to submit any request to the County Clerk for consideration by the Quorum Court**

Date: \_Nov. 16, 2023\_\_\_\_\_\_\_\_\_

To: QUORUM COURT

From: Circuit Clerk-Recorder Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name) (Title)

TRANSFER REQUEST:

From: (Fund/Dept/Line Item) To: (Fund/Dept/Line Item) Amount

3006-102-9999 3006-103-2002 Small Equipment $ 39.90

3006-102-9999 3006-102-2024 Maint/Service Contracts $263.91

REASON FOR REQUEST:

To move monies to clean up a category

COMMENTS:

**Please attach any documentation that pertains to this request**