

**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: August 17, 2021  
(Submission Date)

For the August 24, 2021 Board of Finance Meeting Agenda  
(Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

Additional Appropriation \$ 45,000

Transfer from Contingency \$ \_\_\_\_\_

Transfer(s) \$ 45,000

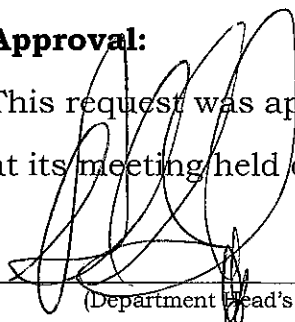
Grant \$ \_\_\_\_\_

Carry-over(s) \$ \_\_\_\_\_

Other

**Approval:**

This request was approved by the Board of Public Works  
(governing Board of your department)  
at its meeting held on August 19, 2021.  
(date)

  
\_\_\_\_\_  
(Department Head's signature)

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.**

**Board of Finance Agenda Request Form**

Reason for request:

1. DPW File Scanning / Management Project – Additional \$45,000 (\$80,000 already appropriated):  
The DPW has sufficient funds and is currently completing the scanning of all documents currently stored in the Department file storage room (20 ft. x 30ft). The requested \$45,000 would be to scan all files currently located within DPW’s office/ engineering space (excluding vault).

Transfer(s) complete the following:

<b>From:</b>	0013016-514000 PW Solid Waste Regular Wages	<b>To:</b>	0018108 591100 Operating Transfers Out – Special Revenue	<b>Amount:</b>	\$45,000
<b>From:</b>	_____	<b>To:</b>	_____	<b>Amount:</b>	_____
<b>From:</b>	_____	<b>To:</b>	_____	<b>Amount:</b>	_____
<b>From:</b>	_____	<b>To:</b>	_____	<b>Amount:</b>	_____

Additional Appropriation(s) and/or Appropriation(s) complete the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
1013010 490001 20026	Transfer in General Fund	\$45,000
1013010 531000 20026	Public Works Scanning	\$45,000
_____	_____	_____
_____	_____	_____