



3d.

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

To: Board of Finance Commissioners

From: Assessor
(Requesting Department)

Date: 4/3/2019
(Submission Date)

For the 4/23/2019 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 \$ _____
- Transfer from Contingency \$ _____
- Transfer(s) \$ 100.00
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the Board of _____
(governing Board of your department)
at its meeting held on _____
(date)

(Department Head's signature) Tom DeNitto, Assessor

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: Staff general office supplies.

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

| Account | Account Name | Amount |
|---------|--------------|--------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Transfer(s) complete the following:

| | | |
|--------------------------------|------------------------------|-------------------------|
| From: 0011014-561800 | To: 0011014-569000 | Amount: \$100.00 |
| <u>Assessor-Program</u> | <u>Assessor-Office</u> | _____ |
| From: _____ Supplies | To: _____ Supplies | Amount: _____ |
| From: _____ | To: _____ | Amount: _____ |

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

| Account | Account Name | Amount |
|---------|--------------|--------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |