

BUDGET APPROPRIATION TRANSFER REQUEST

Auditor Number B-23

DEPARTMENT NAME Probation

Date: November 17, 2025

Due to a budget deficiency, or unanticipated expense, I am requesting a transfer, or an additional appropriation as listed below.

The main copier/printing machine at the Adult Probation building cannot be repaired as the deficient part is no longer in production. For this reason a new machine will be purchased and charged to account 57601-Office Equipment. Because this was an unforeseen expense, the funds for this purchase must be transferred from 2037-53170 Maintenance of Equipment to cover this charge.

Budget Transfer From				Budget Transfer To			
FUND DEPT NO	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT	FUND DEPT NO	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
2037	53170	Maintenance of Equipment	\$ 7,888.35	2037	57601	Office Equipment	\$ 7,888.35
Total Journal			\$ 7,888.35	Total Journal			\$ 7,888.35

TRANSFER APPROVED

Ana Zamacena

AUDITOR

11/21/2025

DATE

P. Lopez 11/21/25
SIGNATURE OF REQUESTING OFFICIAL DATE

BOARD OF SUPERVISORS DATE