

**City of Jacksonville, Florida  
Request for Budget Transfer Form**

Office of Administrative Services - Office of Director \_\_\_\_\_ N/A  
 Department or Area Responsible for Contract / Compliance / Oversight Council District(s)

Reversion of Funds: \_\_\_\_\_ N/A  
 (if applicable) Fund / Center / Account / Project \* / Activity / Interfund / Future Fiscal Yr(s) of carry over (all-years funds do not require a carryover)

Section of Code Being Waived (if applicable): \_\_\_\_\_ N/A CIP (yes or no): No

Justification for Waiver  
 N/A

Justification for / Description of Transfer:  
*Accounting*  
 Transfer funds from Amazon rebate to appropriate expense account to pay for Amazon subscription.

Net Amount Appropriated and/or Transferred: \$3,371.63 \* This element of the account string is filled project but it houses both projects and grants.

**CITY COUNCIL**

Requesting Council Member: \_\_\_\_\_ CM's District: \_\_\_\_\_

Requesting Council Member: \_\_\_\_\_ CM's District: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Ordinance: \_\_\_\_\_

**OFFICE OF THE MAYOR**

BUDGET ORDINANCE  TRANSFER DIRECTIVE TD / BT Number: BT26-062

Date Rec'd.	Date Fwd.	Approved	Disapproved
3-25-26	3/26/26	<i>[Signature]</i>	
3/26/26	4/2/26	<i>[Signature]</i>	

Department Head \_\_\_\_\_  
 Mayor's Office \_\_\_\_\_  
 Accounting Division \_\_\_\_\_  
 Budget Division \_\_\_\_\_

Date of Action By Mayor: \_\_\_\_\_ Approved: \_\_\_\_\_  
 Division Chief: Dustin Freeman  
 Prepared By: Cindy Phillips  
 Initiated / Requested By (if other than Department): \_\_\_\_\_

Date Initiated: 12/8/25  
 Phone Number: 904-255-8822

**Budget Transfer Line Item Detail**

Budget Office approval does not confirm; whether or not a grant requires a new 1Cloud grant number nor the availability or use of prior-year revenue and/or the use of fund balance appropriations in all-years subfunds.

\* This element of the account string is titled project but it houses both projects and grants.

\_\_\_\_\_ Budget Officer Initials

**TRANSFER FROM:** (Revenue line items in this area are being appropriated and expense line items are being de-appropriated.)

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Fund	Center	Account	Accounting Codes			
								Project *	Activity	Interfund	Future
REV	General Fund Operating	ASPS Buying And Administration - Financial and Administration	Rebate Commission - Piggyback Supply Contracts	\$3,371.63	00111	116101	369972	000000	00000000	00000	00000000
				<b>Total:</b>							

**TRANSFER TO:** (Revenue line items in this area are being de-appropriated and expense line items are being appropriated.)

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Fund	Center	Account	Accounting Codes			
								Project *	Activity	Interfund	Future
EXP	General Fund Operating	ASPS Buying And Administration - Financial and Administration	Dues and Subscriptions	\$3,371.63	00111	116101	554001	000000	00000000	00000	00000000
				<b>Total:</b>							