

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

Finance and Administration Department / Equal Business Opportunity Office Citywide  
 Department or Area Responsible for Contract / Compliance / Oversight Council District(s)

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

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

Justification for Waiver

Justification for / Description of Transfer:  
 Appropriates funding from Other Professional Services within the Equal Business Opportunity Office's budget to 1) provide funding for salaries and benefits for two additional full time positions (one of which is currently a part time position) through 9/30/24 and 2) provide funding for pay increases for two current employees (each employee will receive a salary increase of \$2,500). This increases the employee cap within the Equal Business Opportunity Office from 6 positions to 8 positions.

Net Amount Appropriated and/or Transferred: \$61,582.35 \* This element of the account string is titled project but it houses both projects and grants.

**CITY COUNCIL**

Requesting Council Member: CM Arias CM's District: District 11

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

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

**OFFICE OF THE MAYOR**

BUDGET ORDINANCE  TRANSFER DIRECTIVE TD / BT Number: \_\_\_\_\_

Date Rec'd.	Date Fwd.	Approved	Disapproved

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

Date of Action By Mayor: \_\_\_\_\_ Approved: \_\_\_\_\_  
 Division Chief: \_\_\_\_\_ Date Initiated: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Initiated / Requested By (if other than Department): \_\_\_\_\_

