

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

Finance and Administration Department / Office of Grant and Contract Compliance  
Department or Area Responsible for Contract / Compliance / Oversight

CW  
Council District(s)

Reversion of Funds: \_\_\_\_\_  
(if applicable) Fund / Center / Account / Project \* / Activity / Interfund / Future

FY 22/23  
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:

Appropriating \$100,000 from the City Council Operating Contingency account to the Office of Grant and Contract Compliance to fund the salary and benefits of one full time employee to oversee the microgrant program (\$90,000) and outreach (\$10,000) (note: funding to be transferred from salaries to benefits once salary amount is determined).

Net Amount Appropriated and/or Transferred:     \$100,000.00    

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

**CITY COUNCIL**

Requesting Council Member: \_\_\_\_\_ Council Vice President Freeman

CM's District:     At Large Group 1    

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): \_\_\_\_\_

