

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

Department or Area Responsible for Contract / Compliance / Oversight \_\_\_\_\_

Council District(s) \_\_\_\_\_

Reversion of Funds: \_\_\_\_\_  
(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): \_\_\_\_\_

CIP (yes or no): \_\_\_\_\_

Justification for Waiver \_\_\_\_\_

Justification for / Description of Transfer: \_\_\_\_\_

Net Amount Appropriated and/or Transferred: \_\_\_\_\_

\* This element of the account string is titled 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: \_\_\_\_\_

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

