

Budget Adjustment Request



4480 Chennault Beach Road, Mukilteo, WA 98275

**Current Year
Budget Adjustment Request**

1. To: Finance Director	Date: _____
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Please transfer the following revenues and/or appropriations:

<i>Decrease (from)</i>			<i>Increase (to)</i>		
category	acct. number	amount	category	acct. number	amount
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$

Reason:

Requested By: _____
(Department Director)

FINANCE DIRECTOR:

Comments: _____

_____ Approved _____ Not Approved Signature _____

2. To: CITY ADMINISTRATOR	Date: _____
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Comments: _____

_____ Approved _____ Not Approved Signature _____

3. To: Financial Services Division	Date: _____
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Adjustment Recorded: AJ# _____ Date: _____

Prepared By: _____ Approved By: _____