



City of Cheyenne
2101 O'Neil Avenue
Cheyenne, WY 82001

KEEP IN MIND:

- Transfers can only be completed within the same fund and department
- Amounts must be rounded to next whole dollar

BUDGET TRANSFER REQUEST

Please complete form and return to the Treasurer's office

Division:

Fiscal Year:

Please **transfer** the following **budget funds** from (credit):

Account Number						Account Description	Amount
Fund	Dept	Division	Activity	Object	Project		
Total							

Please **transfer** the following **budget funds** to (debit):

Account Number						Account Description	Amount
Fund	Dept	Division	Activity	Object	Project		
Total							

Balance (Should be "\$0.00")

Reason for Budget Transfer (*please be specific*)

--

Requested by:

Signature	Date (mm/dd/yyyy)
-----------	-------------------

Requests without this form will not be processed.

revised 7/2020