



"Village with a Past, City with a Future"

210 Fidalgo Ave, Kenai, Alaska 99611-7794

Telephone: (907) 283-7535 | Fax: (907) 283-3014

<http://www.kenai.city>



ADMINISTRATIVE BUDGET TRANSFER

(May not exceed \$4,999.99)

Date: _____ Fund/Department: _____

	Account Number	Account Name	Amount
Transfer from:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Transfer to:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Justification of need for additional monies in account(s) transferred to:

Explanation of why excess funds exist in account(s) transferred from:

Requested by Department Head: _____

Approved by Finance as to availability of unencumbered balances: _____

Approved by City Manager (or City Clerk or City Attorney if in their Departments):

Transfer No. (supplied by Finance): T-FY _____ - _____ - _____