

GASTON COUNTY BUDGET CHANGE REQUEST	
TO:	Earl Mathers
	COUNTY MANAGER
FROM:	
	<div style="border-bottom: 1px solid black; width: 20%; text-align: center;">Dept. #</div> <div style="border-bottom: 1px solid black; width: 80%; text-align: center;">Department Name</div>
	<div style="border-bottom: 1px solid black; width: 50%; text-align: center;">Department Director's Signature</div> <div style="border-bottom: 1px solid black; width: 40%; text-align: center;">Date</div>

<input type="text"/>	Line Item Transfer Within Department & Fund	<input type="text"/>	Line Item Transfer Between Funds *
<input type="text"/>	Project Transfer Within Department & Fund	<input type="text"/>	Additional Appropriation of Funds *
<input type="text"/>	Line Item Transfer Between Departments*	<u>* Requires resolution by the Board of Commissioners</u>	

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER Fund - Dept - Subdept - Div - Acct - Subacct xx - xxxx - xxxx - xxxx - xxx - xxx	PROJECT SUBPROJECT xxxxx - xxxx	AMOUNT Whole Dollars Only (See Note Below)

County Manager/Assistant County Manager	Date	Finance Director/Budget Administrator	Date
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Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.