

GASTON COUNTY BUDGET CHANGE REQUEST	
TO:	<div style="border-bottom: 1px solid black; display: inline-block; width: 80%;"></div> <div style="display: inline-block; width: 15%; text-align: right;">COUNTY MANAGER</div>
FROM:	<div style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Dept. # Department Name </div>
	<div style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Department Director's Name Date </div>

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

<p>ACCOUNT DESCRIPTION</p> <p>(As it appears in the budget)</p>	<p>ACCOUNT NUMBER</p> <p>Fund - Function - Dept - Division - Object - Project</p> <p>xxx - xx - xxxx - xxxx - xxxxx - xxxxxx</p>	<p>AMOUNT</p> <p>Whole Dollars Only</p> <p>(See Note Below)</p>

JUSTIFICATION FOR REQUEST:

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.