

TRANSFER OF APPROPRIATIONS

Within the _____ Fund of

_____ Governmental Agency

_____ County, Oklahoma

Fiscal Year 20__ 20__

(Schedule 1)

REQUEST FOR ADDITIONAL NEEDS

To the Honorable Governing Board:

Gentlemen: Due to an emergency which has arisen in my office or department, and under authority of 68 Okl.St. Ann. § 3021, I hereby request additional appropriations for current expense in the above named fund, detailed as to amounts requested in each appropriation account in Exhibit "B". I further state that I have obtained written consent to the cancellation of appropriations balances detailed in Exhibit "A", Column 5 as evidenced by the signatures of the officers and/or department heads appearing in Schedule 2 below. I further state that the reasons for the emergency are _____

_____ Respectfully submitted this ____ day of _____, 20__

_____	_____
Officer or Head of Department	Title
_____	_____
Officer or Head of Department	Title
_____	_____
Officer or Head of Department	Title
_____	_____
Officer or Head of Department	Title

(Schedule 2)

CONSENT TO CANCEL

I, we, or either of us, the undersigned officers and/or heads of departments of the above named governmental agency do hereby consent to the cancellation of appropriation balances detailed in Column 5, Exhibit "A", in so far as the appropriations and balances submitted for cancellation and subject to my or our individual control.

_____	_____
Officer or Head of Department	Title
_____	_____
Officer or Head of Department	Title
_____	_____
Officer or Head of Department	Title
_____	_____
Officer or Head of Department	Title

(Schedule 3)

CONSENT TO CANCEL AND REQUEST FOR ADDITIONAL NEEDS

(For Governing Boards)

We, the undersigned Governing Board named in the caption hereof, under authority of 68 Okl.St. Ann. § 3021, do hereby consent to the cancellation of the appropriation balances detailed in Column 5, Exhibit "A", and request that the revenues released thereby be appropriated to the accounts detailed in Exhibit "B". We further state that this request is made due to an emergency which has arisen in the department of the above named governmental agency and that the reasons for the emergency are _____

Done in a meeting of the Governing Board of the said governmental agency and recorded in the minutes of the Secretary or Clerk of said board and signed at _____ Oklahoma, this ____ day of _____, 20__

_____ Chairman
_____ Secretary or Clerk

NOTICE TO COUNTY EXCISE BOARD

Pursuant to 62 Okl.St. Ann. § 461, the undersigned County Clerk of _____ County, Oklahoma, gives notice to the _____ County Excise Board that there has been a transfer of appropriations following the approval by the governing board of _____

ATTEST: _____ County Clerk
_____ Date

