



TOWN OF
WEST SENECA
"PROUD PAST - UNLIMITED FUTURE"

Mary E. Josefiak
Senior Recreation Therapist
Of Senior Services

Town Supervisor
SHEILA M. MEEGAN

Town Council
EUGENE P. HART
WILLIAM HANLEY

December 17, 2015

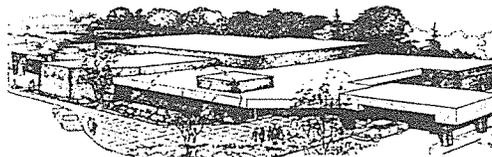
West Seneca Town Council
1250 Union Road
West Seneca, NY 14224

Dear Honorable Board Members,

Your approval is requested for a Budget Transfer to cover the payment of over budget costs. I am requesting that \$333.53 be re-appropriated from the Craft Supply line of 001.7620.0475 and be transferred to the Equipment Repair and Maintenance line of 001.7620.0443.

Thank you for your time and consideration in this matter.

Mary E. Josefiak
Senior Recreation Therapist of Senior Services



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**Town of West Seneca
Budgetary Transfer Request**

To: Honorable Town Board

The following budgetary transfers are requested as indicated below to be approved at your next Town Board meeting.

From:

Account Number	Description	Amount
001.7620.0475	Craft Material/Supplies	\$333.53

To:

Account Number	Description	Amount
001.7620.0443	Equipment Repairs + Maintenance	\$333.53

Justification:

to cover repair cost to vans

Mary E. Joseph 12/17/15
DEPARTMENT HEAD APPROVAL

Availability to Appropriation Checked
Finance Department

INITIAL

DATE

Submitted to Town Clerk for Town Board Meeting of:

_____ DATE