

TOWN OF WEST SENECA



AMY M. KOBLER
TOWN CLERK

RECEIVER OF TAXES
REGISTRAR OF VITAL STATISTICS
NOTARY PUBLIC
RECORDS MANAGEMENT OFFICER

TOWN SUPERVISOR
GARY A. DICKSON

TOWN COUNCIL
WILLIAM BAUER
JOSEPH J. CANTAFIO
WILLIAM P. HANLEY JR.
JEFF PIEKAREC

TO: Honorable Town Board

FROM: Amy M Kobler
Town Clerk

DATE: December 3, 2020

RE: Budget Transfer

Kindly authorize a budget transfer in the amount of \$550 from the continuing education line – 01141000.50414 to supply line - 01141000.50419 for the purchase of 10 cases of corrugated file boxes to be used in the archiving of town records.

Town of West Seneca Budgetary Transfer Request

The following budgetary transfers are requested as indicated below.

From:

Account Number	Description	Amount
01141000.50414	Cont. Educ	\$550.00

To:

Account Number	Description	Amount
01141000.50419	Supplies	\$550.00

Justification:

Storage boxes for archival
of all Town Department
records.

Amy M. Robler

DEPARTMENT HEAD APPROVAL

Availability to Appropriation Checked
Finance Office

INITIAL

DATE
