City of Medford
Department of Finance
Budget Administration

Request to Utilize Prior Fiscal Period Resource Carry-Forward

What is being requested?

Does the request apply to a specific outcome and what service will be delivered as a result?

Who are the customers?

How will the request aid in the satisfaction of customer needs?

How will employees be better able to satisfy customer needs?

Benefits, Outcomes and Results?

A. Process Impact

B. Fiscal Impact

Desired delivery/implementation date:

APPROPRIATIONS TRANSFER REQUEST				Fiscal year	
Account No.	**Project No.**	**Current Budget**	**Increase**	**Decrease**	**Revised Budget**
TOTALS					

Requested by _____ Approved by _____
Department Head Date City Manager Date