M E M O R A N D U M

TO: The New Paltz Town Board

FROM: _Recycling _____
(Name and Department)

REASON: I am respectfully requesting that the Town Board authorize me to make a budget modification to the 2016___ budget for:
__Unanticipated funds from sale of surplus equipment to be used for purchase of broom/sweeper attachment for JCB skid steer_____
_____
_____
_____

I have reviewed the specific budget line adjustments with the bookkeeping department as follows:

	Increase	A8189.20	$ 5,250.00
	Increase		$
	Decrease	General revenue? (unanticipated funds)	$5,250.00
	Increase		$
Other:			$
Other:			$

Laura Petat

DEPARTMENT HEAD SIGNATURE DATE BOOKKEEPER'S SIGNATURE DATE