

# Office Memorandum

**Department:**

**Date:**

**To:** Executive Budget Officer  
Department of Finance

**From:**

**Phone:**

**Subject:** Intra-Fund Transfer Between Programs as Authorized under M.S. 16A.285

Appropriation From: \_\_\_\_\_  
Legislative appropriation name, legal reference, FY, transfer amount

Appropriation To: \_\_\_\_\_  
Legislative appropriation name, legal reference, FY, transfer amount

1. [Clearly describe the reason for the transfer, stating the name of each program.]\*
  
2. [What is the operational appropriation amount? \$\_\_\_\_\_ and percent the requested transfer is of that appropriation amount .\_\_\_\_\_%]
  
3. [Explain how this transfer is consistent with legislative intent.]
  
4. [Summarize how the transfer will enable the program receiving the funds to reach its desired performance outcomes or goals.]

\* Bracketed descriptions are for direction only and should not be shown on completed memo sent to executive budget officer.