



Patti McLauchlin
City Manager



THE CITY OF KEY WEST
1300 WHITE ST
KEY WEST, FL 33040

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Date: July 12, 2022

Reference: **Emergency Transfer of Funds from General Fund Reserves to PO095568 Sunshine Gasoline**

Due to the increased price of fuel the Purchase Order with Sunshine Gasoline has been depleted. We are increasing the PO \$200,000 to make it through the rest of FY22.

We need fuel to keep all City vehicles in operation. This includes Police, Fire, Emergency Vehicles, Transit, and all other vehicles keeping the City clean and operational.

Attached is the budget transfer worksheet.

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**City of Key West
BUDGET TRANSFER**

Account No./Project No.	Current Budget Finance Use Only	Increase (Round up to nearest \$50)	Decrease (Round up to nearest \$50)	Revised Budget Finance Use Only
General Fund Reserves 001- 1900-519-9803	10,378,160		200,000	10,178,160 200,000
PO 095568 Sunshine Gasoline Fleet Services/Fuel 001-1904-519-5201	446,400	200,000		646,400 200,000
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				0
				0
				0
TOTALS:	10,824,560	200,000	200,000	10,824,560

Justification:

Authorized Signatures

Department Head: [Signature] Date: 7/12/22
 Budget Specialist: [Signature] Date: 7-12-22
 Finance Director: [Signature] Date: 7/12/22
(up to \$5,000 w/in category w/in fund)
 City Manager: [Signature] Date: 7-12-22
(all w/in category w/in fund; all uses of CM contingency;
 up to \$50,000 among categories w/in fund)

City Commission Approval Required? Yes _____ No _____ Res. # _____