

COUNTY OF WASHINGTON

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Commissioners:

David C. Burns, Chairman

Courtney Hammond, Commissioner

William Howard, Commissioner

County Manager:

Renée Gray

Administrative Assistant:

Carla J.R. Manchester

Funds Transfers Procedure

All fund transfers will require prior approval from the Commissioners during a regular scheduled meeting. The transfer request will show the fund account the funds are to be taken from and the fund account that will receive the funds. The reason for the transfer with the exact amount of funds to be transferred will be indicated.

Once the transfer request is approved by the Commissioners, a person from the Finance Department will transfer the funds and another person from the Finance Department will verify the transfer has been completed.

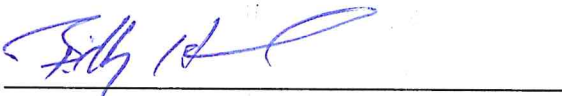
Procedure process approved (date) 10/09/25



David Burns, Chairman



Courtney Hammond, Commissioner



Billy Howard, Commissioner