

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____ **Project No.:** _____
Project Description: 2020 Capital Budget Amendment (see attached)

Item Description:



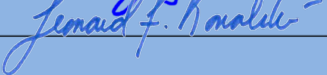

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input checked="" type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input type="checkbox"/> Other _____ | | | |

Action Requested:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Board Authorization to Execute | <input type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input checked="" type="checkbox"/> Execution by the Chairman |
| <input type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input type="checkbox"/> Other _____ | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|--|--|-------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>01/13/2021</u> |
| <input checked="" type="checkbox"/> Chief Operating Officer |  | Date: <u>1/12/2021</u> |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: <u>1/12/2021</u> |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer |  | Date: <u>01/11/2021</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|---|-------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>01/13/2021</u> |
|--|---|-------------------------|

Remarks: _____

Resolution Date: _____ **Item No:** _____



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

January 11, 2021

To: Steve D'Amico, Business Office Manager
Terrence McCracken, Secretary to the Authority

From: Jeffrey Schlierf, Acting Manager of Information Technology *JS*

Subject: Budget Transfer

The Information Technology department is requesting to reallocate funds within its 2020 Capital budget as follows:

From: 8525 101418 CIS/ERP \$102,600

To: 8525 101416 TELEPHONE SYSTEM REPLACEMENT \$102,600

This transfer is requested to cover the labor and programming portion of the Telephone System Replacement project that started in October of 2019. The 2020 budget had already been submitted to Business Office Manager and the vendor was confident the project would be completed by 12/31/2019, therefore funds were not allocated in the 2020 budget.

JS:jmf
Attachment
cc: K.Prendergast
R.Stoll
L.Kowalski

Budget Transfer Authorization

Budget Transfer No: _____

Date: _____ 12/30/2020

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
8525	Information	101418	CIS/ERP	\$102,600
	Technology			

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
8525	Information	101416	Telephone System Replacement	\$102,600
	Technology			

Statement as to Necessity of Budget Transfer:

Funds needed for the final payment of the Telephone system upgrade labor and programming.

Required Approvals*:

Unit Head:

Dept. Head:

Business Office Manager:

Executive Engineer:

Comptroller:

Chief Financial Officer:

Chief Operating Officer:

Board Resolution Date:

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B