

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

Contract: _____ Project No.: _____
Project Description: Create a new 2019 budget line and transfer monies to the new 2019 budget line for 2020 budgeted analytical equipment received in 2019.
(SEE ATTACHED)

Item Description:

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input 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 checked="" type="checkbox"/> Other	Create and transfer money to new 2019 capitol budget line		

Action Requested:

<input checked="" type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input 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 type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer	<i>Russell J. Stolt</i>	Date: 1-28-2020
<input checked="" type="checkbox"/> Executive Engineer	<i>James J. Roubles</i>	Date: 1-20-2020
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<i>Karen A. Anderson</i>	Date: 1/21/20
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<i>[Signature]</i>	Date: 1/21/20
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Remarks: _____

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Resolution Date: _____ Item No: _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: 1-17-20

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
10300	10300	101454	100000 Liquidation	35,200.00
10300	10300	101269	100000 Liquidation	2800.00
20005	20005	101267	100000 Liquidation	59,000.00

2019
Capital
Budget
(100)

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
10300	10300	101265	Quadruple IOP-175	109,000.00

Statement as to Necessity of Budget Transfer:

2020 Budgeted funds for equipment were received 2019.
Need for more can come 2019 capital budget (100.00) (100)

Required Approvals*:

Unit Head:

Dept. Head:

Budget/Financial Analyst:

Executive Engineer:

Comptroller:

Deputy Director: CRD

Executive Director:

Board Resolution Date:

[Signature][Signature][Signature][Signature][Signature]

1-20-2020

1-20-2020

1-20-2020

* 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

Revised 9/17/2008

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