

**CITY OF GAHANNA, OHIO
REQUEST FOR COUNCIL ACTION**

Subject and Purpose: (900 characters Max)

Requesting a motion resolution for the following transfer to coverage expenses related to the the temporary Administrative Assistant in the Mayor's Office.

Requested By:

Date:

Waiver?

Emergency?

Funding: If Supplemental Needed (Include Account No. and Name)

Amount: \$

From: Account Number:

To: Account Number:

Account Name:

Amount: \$

From: Account Number:

To: Account Number:

Account Name:

Funding: If Already Appropriated (Include Account No. and Name)

Amount: \$

Account Number:

Account Name:

Approved: _____ Date: _____
Director of Finance

Recommended for Legislation: Ordinance Resolution Statutory Res. Motion Res.
Committee: Parks, Service & Safety Finance & Development Committee of the Whole