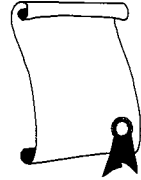





MEMORANDUM
CITY OF FLORISSANT, MISSOURI
OFFICE OF THE CITY CLERK



TO: Mayor Thomas P. Schneider 

FROM: Karen Goodwin, City Clerk

SUBJECT: Appropriation request for Copier/paper supplies

Date: 8/10/17

This has been a busy year for mailings and paper usage. We have had multiple full city mailings as well as rental license communications and multiple full ward mailings and several large record requests. To that end, the Account no. 4033 "Copier/ Paper supplies" is going to run short before the end of the fiscal year.

I would like to request a transfer of \$5000 from Account no. 4059 "Election Expense" to Account no. 4033 "Copy Equipment and Supplies" to cover paper supplies through the end of the fiscal year.

Respectfully submitted,
Karen Goodwin
City Clerk