

APPROPRIATION TRANSFER REQUEST

FISCAL YEAR: **2018**
 DEPT. NO.: **4812**

INSTRUCTIONS: REFER TO MILW. COUNTY ADMINISTRATIVE MANUAL SECTION 4.05 FOR INSTRUCTIONS ON PREPARING THIS FORM.

1699 R4E

MILWAUKEE COUNTY

DEPARTMENT NAME

OFFICE OF EMERGENCY MANAGEMENT

Were Appropriations Requested Below Denied For The Current Budget?		No	No						
Line No.	ACCOUNT DISTRIBUTION						OBJECT CODE DESCRIPTION	Transfer Request	DOA Account Modification
	Fund	Agency	Org. Unit	Revenue/Objct	Activity	Project			
TO (Credit)	0001			0755			Reserve for Imprest Fund	\$ 200.00	

TO TOTALS (Credit) \$ 200.00 \$ -

FROM (Debit)	0001	480	4812	7912			Office Supplies	\$ 200.00	

FROM TOTALS (Debit) \$ 200.00 \$ -

E X P L A N A T I O N

The Director of Emergency Management requests an increase in expenditure authority for the return of Imprest Funds upon passage of resolution modifying the department's Imprest Fund within Chapter 15.17 of the Code of Ordinances. During 2017 the department relocated to 633 W Wisconsin Avenue near the Central Business Office division of the Department of Administrative Services. The department will utilize the Imprest Funds of the Department of Administrative Services as necessary. Therefore, it is no longer necessary for them to maintain a separate Imprest Fund.

TYPE OF TRANSFER							TRANSFER NO.
AP		EB				RB	

IF ADDITIONAL SPACE IS REQUIRED, PLEASE ATTACH ADDITIONAL PAGES.

DATE OF REQUEST	SIGNATURE OF DEPARTMENT HEAD	TITLE
10/31/2018	Christine Westrich <small>DESIGNED BY: DE8CD27004C545B...</small>	Director, Office of Emergency Management

A c t i o n		Dept. of Administration	County Executive	Finance Committee	County Board
	DATE				
	APPROVE				
	DISAPPROVE				
	MODIFY				

Certificate Of Completion

Envelope Id: 9AE10624EB014436991F4A1A630BF88C	Status: Completed
Subject: Please DocuSign: Fiscal Note - OEM Petty Cash dissolution 10.31.18.docx, Appropriation Transfer...	
Source Envelope:	
Document Pages: 1	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Elena LaMendola
Time Zone: (UTC-06:00) Central Time (US & Canada)	633 W. Wisconsin Ave.
	Suite 901
	Milwaukee, WI 53203
	Elena.LaMendola@milwaukeecountywi.gov
	IP Address: 204.194.251.5

Record Tracking

Status: Original	Holder: Elena LaMendola	Location: DocuSign
11/1/2018 12:57:15 PM	Elena.LaMendola@milwaukeecountywi.gov	

Signer Events

Christine Westrich
 Christine.Westrich@milwaukeecountywi.gov
 Director, Office of Emergency Management
 Milwaukee County OEM
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 Christine Westrich
 DE8CD27004C545B...
 Signature Adoption: Pre-selected Style
 Using IP Address: 174.197.3.122

Timestamp

Sent: 11/1/2018 1:14:36 PM
 Viewed: 11/6/2018 4:56:52 PM
 Signed: 11/6/2018 4:56:57 PM

Electronic Record and Signature Disclosure:
 Accepted: 11/6/2018 4:56:52 PM
 ID: 6371e88e-09db-422a-a3f7-2cceeaa054f40

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Gina DeSota
 Gina.DeSota@milwaukeecountywi.gov
 DAS Administrator of Financial Operations
 Milwaukee County
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 11/6/2018 4:56:58 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

LaCricia McSwain
 lacricia.mcsvain@milwaukeecountywi.gov
 Accountant, DAS-CBO
 Milwaukee County
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 11/6/2018 4:56:58 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	11/6/2018 4:56:58 PM
Certified Delivered	Security Checked	11/6/2018 4:56:58 PM
Signing Complete	Security Checked	11/6/2018 4:56:58 PM
Completed	Security Checked	11/6/2018 4:56:58 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Wisconsin Milwaukee County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Milwaukee County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: plee@milwcnty.com

To advise Wisconsin Milwaukee County of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at plee@milwcnty.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Wisconsin Milwaukee County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to plee@milwcnty.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Milwaukee County

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to plee@milwcnty.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">• Allow per session cookies• Users accessing the internet behind a Proxy Server must enable HTTP

1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Milwaukee County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Milwaukee County during the course of my relationship with you.