

TOWN OF WOODBURY SUPERVISOR'S OFFICE

Date: February 1, 2023

TO: Supervisor Thomas J. Burke
Town Clerk Desiree Potvin

From: Eileen Sutherland

Subject: Budget Modification **2023**
Supervisor

Since our supply of AP checks is low, checks need to be ordered. We are able to get a 20% discount, but the cost exceeds the amount provided in the 2023 Adopted Budget. I am requesting the following modification reducing Office Supplies and increasing Computer Supplies/Checks.

This is not an increased authorization to spend. It is a reallocation of existing appropriations.

Increase:	A1220.462 Computer Supplies/Checks	\$100
Decrease:	A1220.411 Office Supplies	\$100

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