



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

February 3rd, 2025

To: Terrence D. McCracken, Secretary to the Authority

From: Dave Aubertine, Director IT & Cybersecurity *DWA*

Subject: IT Budget Transfer Request

Three (3) Cisco switches were ordered in the fall of 2024 but not delivered until 2025 and as such could not be billed to the 2024 Capital line item, and a new one needs to be created to pay the invoice.

This request is to have Board approval to create a new Capital Budget Line item (101808) for Unit 8525 and transfer funds from an existing Capital Line item from Unit 8525 (101768). The total amount to be transferred is \$22,600.00 USD which will cover the outstanding invoice for the Cisco Equipment.

Budget Information:

Unit: 8525

Capital Items: 101808 & 101768

Amount: \$22,600.00

DWA:

cc:

C. Eaton

J. Tomaka

L Kowalski

L.Lester,

T. McCracken

M. Carney

Budget Transfer Authorization

Budget Transfer No: _____

Date: 28 JAN 2025

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
8525	IT	101768	SECURITY CAMERA UPGRADE	\$22,600.00

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
8525	IT	101808	Cisco Switches	\$22,600.00

Statement as to Necessity of Budget Transfer:

Request to create a new capital budget line item for unit 8525. 3 Cisco switches were ordered in the fall of 2024 but not delivered until 2025 and as such could not be billed to the 2024 capital line item, and a new one needs to be created to pay the invoice .

Required Approvals*:

Unit Head: _____
Dept. Head: _____
Business Office Manager: Stevon V. Dennis 2/3/2025
Executive Engineer: James F. Donaldson 2/10/2025
Comptroller: Jessica R. Braun 2/4/2025
Chief Financial Officer: Oprie [Signature] 02/04/2025
Chief Operating Officer: [Signature] 02/04/2025
Board Resolution Date: _____

* 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

