

**Exceptional Item Request Form - FY 2020-2021**

**Request # 100-40-2**

**Date:** 7/7/2020

**Requestor:** Staff

Allocating Additional Funds To:	
Fund Name & No.	100 - General Fund
Department Name & No.	40 - Police
Line Item No. & Description or NEW Line Item Description	5009 - Retirement Payout Reserve

**Item Description:**

Retirement Reserve

**Description of Benefit from Purchase (Improved Service, Lower Cost, etc.)**

Preparing for future expenses for paying out retiring employees.

**Number of Items or Units:** 1

**Cost Per Item or Unit:** \$ 10,000.00

**Additional Cost Per Item (Including ongoing maintenance):** \_\_\_\_\_

**Total Cost:** \$ 10,000.00

When Balance Offset Is Needed

Offset Savings From Fund/Dept./Line Item No.: \_\_\_\_\_

saved amount: \_\_\_\_\_

Offset Savings From Fund/Dept./Line Item No.: \_\_\_\_\_

saved amount: \_\_\_\_\_

Offset Savings From Fund/Dept./Line Item No.: \_\_\_\_\_

saved amount: \_\_\_\_\_

Offset Savings From Fund/Dept./Line Item No.: \_\_\_\_\_

saved amount: \_\_\_\_\_

Offset Savings From Fund/Dept./Line Item No.: \_\_\_\_\_

saved amount: \_\_\_\_\_

Total Amount Saved: \$ -

Please attach any quotes or backup to support this Exceptional Item Request.