

I

September 25, 2008

East Bay Charter Township
Susanne Courtade, Clerk
1965 Three Mile Road
Traverse City, MI 49686

RE: Transferring funds

Sue,

While preparing purchase orders for our department I noticed that line item 206-344-930.000, maintenance / repairs, has been overdrawn.

I would like to move \$1,800.00 from line 206-344-970.000, capital outlay, to 206-344-930.00.

I can be reached at Station 9 if you need further information.

Thanks

Karen