




**Leo Flores**  
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## Memorandum

**To:** Miguel Villarreal, Constable Pct. 2

**CC:** Jose Luis Rodriguez, Superintendent  
Leroy Medford, Commissioners Court Adm./Budget Officer  
Ramiro Martinez, Captain

**From:** Rafael Pérez, Chief Deputy Auditor 

**Date:** June 14, 2017

**Subject:** Fuel Line Item Transfer

The Fuel account for the Constable Pct. 2 (acct. # 1001-3180-001-462605) has exhausted its budget as of June 6, 2017. The Road & Bridge Department has reported an expenditure of \$470.52. The available balance of \$148.96 has been charged. Therefore, a line item transfer of \$321.56 is needed to cover the reported expenditure plus any anticipated fuel expenditure through September 30, 2017 is required.

Please submit a line item transfer request for the next commissioner's court meeting.

Thank you!