WEBB COUNTY
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

INSTRUCTIONS:
ALL budget appropriation transfer and supplemental budget requests for grants and forfeitures require Auditor's Office pre-approval for court agenda. Please submit the signed form to the Auditor's Office for review along with copy of grant award, terms of award, proof of receipt of additional revenue and/or other backup to support this request for our review. Should pre-approval be granted, the Department will be notified and Auditor's Office will upload the signed form as part of the proposed agenda item. Agenda items will be between Auditor's Office sponsored by the Department requesting the budget amendment.

Requesting Department : Sheriff's Office **Date of Request:** 06/27/2018

Request Type (check one):

☑ **Departmental Line Item Transfer**
(Check if transfer within existing budget)

☐ **Supplemental Budget**
(Check if new unbudgeted revenue / expenditure)

Transfer From / Supplemental Revenue:

Account Number	Account Name	Amount
2152-3010-001-456305	Uniform	$10,000.00
	TOTAL	$10,000.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2152-3010-001-463701	Support Assistance	$10,000.00
	TOTAL	$10,000.00

Justification for Request:
Transfer of funds to cover donation for Casa Miscericordia

Approved by Department Signing Authority:
Martin Cuellar Jr Sheriff — *Print Name/Title*
M. Cuellar Sheriff — *Signature*

FOR AUDITOR'S USE ONLY
Recommended by County Auditor's Office: Omar Salcedo **Date:** 6/29/18

FOR BUDGET OFFICE USE ONLY
Commissioners Court Approval Date: _____ Agenda Item : _____
Date Entered by Budget Office: _____ Initials: _____

Form BA 01 - April 2018