

Webb County Auditor
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MEMORANDUM

TO: Judge Jose "Pepe" Salinas, Judge
Justice of the Peace, Pct. 4

FROM: Leticia Espinosa, Principal Accountant



DATE: June 18, 2018

SUBJECT: Truancy Prevention Grant "Truancy Juvenile Case Manager"
Grant End Date: July 31, 2018
Grant No. 3239801

In order for the budget and general order be prepare in a timely manner, the Budget Officers needs the new executed contract with the approval of Commissioner's Court attach.

If the contract is not received, no budget and general order will be in place and the Treasury department will not honor the payment of the personnel cost.

If you know in anticipation that you would not receive the executed contract, please make arrangements to place an agenda item to disclose this matter to the commissioners' court and ask permission to incur expenditures pending the receipt of all required grant documents.

Thank you for your attention. If you have any questions, please call me at 523-4002.