



**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 : Head Start

Date of Request: 07/23/2018

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
2357-5200-531-460028	Janitorial Supplies	\$1,375.00
TOTAL		\$1,375.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2357-5200-531-460024	Medical/Dental Supplies	\$1,375.00
TOTAL		\$1,375.00

Justification for Request:

There are not enough funds in the account to cover expenditures for hearing equipment.

Approved by Department Signing Authority:

Aliza Oliveros

Print Name/Title

Aliza Oliveros
Signature

FOR AUDITOR'S USE ONLY

Recommended by County
Auditor's Office: _____

Date: _____

FOR BUDGET OFFICE USE ONLY

Commissioners Court Approval Date: _____

Agenda
Item : _____

Date Entered by Budget Office: _____

Initials: _____