



**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 : Self-Help Center Date of Request: 10/17/2018

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
2021-6360-521-441205	Utilities	\$200.00
TOTAL		\$200.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2021-6360-521-456005	Postage & Courier Services	\$200.00
TOTAL		\$200.00

Justification for Request:

Postage needed to send letters required for Environmental Clearance (New Construction).

Approved by Department Signing Authority:

Javier Ramirez, CAA Director

Print Name/Title

[Handwritten Signature]
Signature

Recommended by County Auditor's Office:	FOR AUDITOR'S USE ONLY	
	<i>[Handwritten Signature]</i>	Date: <u>10/17/18</u>

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