



**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: 12/14/2018

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
2153-3020-001-452012	Property Casualty Premium	\$350.00
TOTAL		\$350.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2153-3020-001-452012	Postage & Courier Service	\$350.00
456 005		
TOTAL		\$350.00

Justification for Request:

Transfer of fund will be used for pending payment to US Postal Service for PO Box

Approved by Department Signing Authority:

Martin Cwellar, Sheriff
Print Name/Title

M. Cwellar
Signature

FOR AUDITOR'S USE ONLY	
Recommended by County Auditor's Office: <u>Omar Salcedo</u>	Date: <u>12/19/18</u>

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