



**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 : Webb County District Attorney

Date of Request: 03/01/2019

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
2160-259700	Fund Balance Unreserved Undesignated	\$5,000.00
TOTAL		\$5,000.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2160-2260-001-460105	Minor Tools & Apparatus	\$4,000.00
2160-2260-001-458000	Administrative Travel	\$1,000.00
TOTAL		\$5,000.00

Justification for Request:

Funds needed to purchase office chairs, other minor equipment and to cover administrative travel for office personnel.

Approved by Department Signing Authority:

David Sanchez - Chief Financial Officer

Print Name/Title

Signature

FOR AUDITOR'S USE ONLY

Recommended by County

Auditor's Office: _____

Date: _____

FOR BUDGET OFFICE USE ONLY

Commissioners Court Approval Date: _____

Date Entered by Budget Office: _____

Agenda Item : _____

Initials: _____