

**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 : Planning Department

Date of Request: 07/15/2019

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
2589-1150-001-458000	Administrative Travel	\$263.70
TOTAL		\$263.70

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2589-1150-001-460105-015	Minor & Tools & Apparatus	\$263.70
TOTAL		\$263.70

Justification for Request:

Budgeted grant funds for Administrative Travel exceeded actual costs by \$263.70. If funds are not allocated to another line item for another purpose covered by the grant, Webb County will not be able to drawdown those funds from the grant.

Approved by Department Signing Authority:

Shane [Signature]
Print Name/TITLE

7/15/2019
Signature

FOR AUDITOR'S USE ONLY		
Recommended by County Auditor's Office:	<u>Patricia Espinosa</u>	Date: <u>7/16/19</u>

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