



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 : Engineering

Date of Request: 12/19/2019

**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
3721-7230-330300	Grant Revenue	\$98,034.10
TOTAL		\$98,034.10

**Transfer To / Supplemental Expenditure Accounts:**

Account Number	Account Name	Amount
3721-7230-001-432001	Professional Services	\$98,034.10
TOTAL		\$98,034.10

**Justification for Request:**

Carry over fund 3721 - CBI Hachar Rd. Extension

**Approved by Department Signing Authority:**

Luis Perez Garcia, County Engineer

Print Name/Title

Signature

**FOR AUDITOR'S USE ONLY**

Recommended by County  
Auditor's Office:

Patricia Aspinore

Date:

12/20/19

**FOR BUDGET OFFICE USE ONLY**

Commissioners Court Approval Date:

\_\_\_\_\_

Date Entered by Budget Office:

\_\_\_\_\_

Agenda

Item :

\_\_\_\_\_

Initials:

\_\_\_\_\_