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## Memorandum

**To:** Jose Tellez, Elections Administrator

**CC:** Rosie Cuellar, Tax Assessor/Collector  
Roxanne Martinez, Chief Deputy Elections Adm.

**From:** Rafael Pérez, Auditor

**Date:** March 19, 2020

**Subject:** Postage Line Item Transfer

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The postage line item account for Elections (acct. #1001-1110-001-456005) has exhausted its budget as of February 29, 2020. The Tax office reported a postage expenditure of \$2,356.90 for the period ending February 29, 2020 the account only had a balance of \$2,151.40. Therefore, a line item transfer of \$205.50 to cover the reported expenditure plus any anticipated postage through September 30, 2020 is required.

Please submit a line item transfer request on the next commissioner's court meeting.

Thank you!