



**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 : Justice of the Peace Pct. 4                      Date of Request: 04/06/2020

**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
2742-2180-001-460000	OFFICE SUPPLIES	\$1,200.00
<b>TOTAL</b>		<b>\$1,200.00</b>

**Transfer To / Supplemental Expenditure Accounts:**

Account Number	Account Name	Amount
2742-2180-001-458090-005	TRAVEL	\$1,200.00
<b>TOTAL</b>		<b>\$1,200.00</b>

**Justification for Request:**

LINE ITEM TRANSFER FOR INSUFFICIENT FUNDS FOR OUT OF STATE TRAVEL.

Approved by Department Signing Authority:

Jose R. Salinas  
Print Name/Title

Signature

<b>FOR AUDITOR'S USE ONLY</b>	
Recommended by County Auditor's Office:	Date: <u>4/06/20</u>

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