



**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 : 406th Judicial District Court Adult Drug Court Program

Date of Request: 04/20/2020

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 |
|----------------------|-----------------------|-------------------|
| 2353-2040-003-458000 | Administrative Travel | \$2,400.00 |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | \$2,400.00 |

Transfer To / Supplemental Expenditure Accounts:

| Account Number | Account Name | Amount |
|----------------------|-------------------------|-------------------|
| 2353-2040-003-460105 | Minor Tools & Apparatus | \$2,400.00 |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | \$2,400.00 |

Justification for Request:

Additional funds are needed to purchase laptop for case manager to communicate with drug court participants and fulfill all other work responsibilities. SAMHSA approves use of funds to accommodate any changes during pandemic, including laptops

Approved by Department Signing Authority:

Arminda Piña, Court Administrator

Print Name/Title

Arminda Piña
Signature

| FOR AUDITOR'S USE ONLY | |
|--|------------------------|
| Recommended by County Auditor's Office: <u>Claudia Lopez</u> | Date: <u>4/21/2020</u> |

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