WEBB COUNTY BUDGET OFFICE

REQUEST FOR MINISTERIAL / EMERGENCY BUDGET AMENDMENT

INSTRUCTIONS:

ALL budget appropriation transfer requests require Budget Office approval before being presented to court for ratification. Please submit the signed form to the Budget Office for review along with copy or backup to support this request for our review. The Budget Office will send the approved form to the department via email. Agenda items must be submitted by the department requesting ministerial budget amendment.

Requesting Department : DISTRICT ATTORNEY **Date of Request:** 08/17/2020

Request Type (check one):

☑ **Departmental Budget Amendment** ☑ **Emergency Budget Amendment**

Transfer From:

Account Number	Account Name	Amount
2739-2260-001-458000	Administrative travel	$1,481.00
2739-2260-001-422000	FICA County Share	$184.00
2739-2260-001-425000	Unemployment Tax	$262.00
	TOTAL	$1,927.00

Transfer To:

Account Number	Account Name	Amount
2739-2260-001-410000	Payroll Cost	$1,486.00
2739-2260-001-421000	Health Life Insurance	$153.00
2739-2260-001-423000	Retirement County Share	$280.00
2739-2260-001-426000	Worker Compensation	$8.00
	TOTAL	$1,927.00

Justification for Request:

Funds are needed to cover projected payroll expenditures
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Approved by Department Signing Authority:

David Sanchez Jr. - CFO

Print Name/Title *Signature*

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda Item : _____

Initials: _____

August 2020