

**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 : CAA Self-Help Center

Date of Request: 08/21/2020

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
2530-6360-521-443000-065	Repairs and Maintenance Sites	\$0.07
2530-6360-521-443058	Tool Library	\$197.80
TOTAL		\$197.87

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2530-6360-521-460105	Minor Tools and Apparatus	\$197.87
TOTAL		\$197.87

Justification for Request:

Transfer is needed in order to purchase supplies for the Self-Help Center computer Lab.

Approved by Department Signing Authority:

James Flores
Print Name/Title

James Flores
Signature

Recommended by County Auditor's Office: <u>James Flores</u>	FOR AUDITOR'S USE ONLY Date: <u>8/28/20</u>
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Commissioners Court Approval Date: _____ Date Entered by Budget Office: _____	FOR BUDGET OFFICE USE ONLY Agenda Item: _____ Initials: _____
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