# 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 :** JUSTICE OF THE PEACE COURT, PCT. 4 **Date of Request:** 08/28/2020

***Request Type (check one):***

☐ Departmental Budget Amendment ☑ Emergency Budget Amendment

**Transfer From:**

| Account Number | Account Name | Amount |
|---|---|---|
| 2009-2180-001-412000 | P/TR CRT TECH FUND JP4 | $6,000.00 |
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| | | |
| | | |
| | | |
| | TOTAL | $6,000.00 |

**Transfer To:**

| Account Number | Account Name | Amount |
|---|---|---|
| 2009-2180-001-410000 | PAYROLL COST | $6,000.00 |
| | | |
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| | | |
| | TOTAL | $6,000.00 |

***Justification for Request:***

$6,000 IS NEEDED TO TO CONTINUE PAY FOR OUR JUVENILE CASE MANAGER-GRANT EMPLOYEE UNTIL GRANT IS RENEWED.

**Approved by Department Signing Authority:**

JOSE R. SALINAS- JUSTICE OF THE PEACE, PCT.4

*Print Name/Title*

Jose R. Salinas

*Signature*

**FOR BUDGET OFFICE USE ONLY**

**Commissioners Court Ratification Date:** 09.14.2020

**Date Entered by Budget Office:** 08.28.202 0 at 10:03 AM

**BA#:** BA 2020-00042519

**Agenda Item :** Pending Submission

**Initials:** EO

*August 2020*