



**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: 08/19/2020

**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
2734-2180-001-410000	Payroll Cost	\$5,000.00
2734-2180-001-421000	Health Life Insurance	\$2,000.00
<b>TOTAL</b>		<b>\$7,000.00</b>

**Transfer To / Supplemental Expenditure Accounts:**

Account Number	Account Name	Amount
2734-2180-001-460000	Office Supply	\$1,000.00
2734-2180-001-460105-015	Minor tools and apar-Equip	\$3,000.00
2734-2180-001-461000	Materials & Supplies	\$3,000.00
<b>TOTAL</b>		<b>\$7,000.00</b>

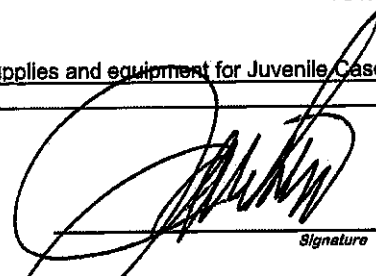
**Justification for Request:**

This request is being made for left over funds to be utilized on supplies and equipment for Juvenile Case Manager.

Approved by Department Signing Authority:

Jose R. Salinas

Print Name/Title



Signature

**FOR AUDITOR'S USE ONLY**

Recommended by County Auditor's Office:

Petelia Espinoza

Date: 8/19/2020

**FOR BUDGET OFFICE USE ONLY**

Commissioners Court Approval Date: \_\_\_\_\_

Agenda Item : \_\_\_\_\_

Date Entered by Budget Office: \_\_\_\_\_

Initials: \_\_\_\_\_