

September 3, 2020

Melinda Mata  
County Judges Office  
1000 Houston St.  
Laredo, Texas 78040

Dear Melinda,

Please include the following item in the Commissioners Court agenda for their special meeting of September 14, 2020:

**Discussion and possible action for the Order to authorize line item transfer from account#1001-1110-001-458000(General Fund- Administration-Administrative Travel) to account#1001-1110-001-456005(General Fund-Election Administration-Postage & Courier Service) for a total of \$3,000 dollars. This will cover a pending \$66.84 UPS expenditure and have funds available for This General Election Mail ballots any future expenses for the remainder of the fiscal year.**

Thank you,

Jose Salvador Tellez  
Interim - Elections Administrator