



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 : Auditor's Office

Date of Request: 09/16/2020

Request Type (check one):

Departmental Budget Amendment

Emergency Budget Amendment

Transfer From:		
Account Number	Account Name	Amount
4100-9060-001-483003-255	Lease Purchase PRINCIPAL	\$1,460.00
TOTAL		\$1,460.00

Transfer To:		
Account Number	Account Name	Amount
4100-9070-001-483037-255	Lease purchase INTEREST	\$1,460.00
TOTAL		\$1,460.00

Justification for Request:
To process September payment distributed between lease purchase principal and
interest for same lease 44 vehicles

Approved by Department Signing Authority:
Carlos Guerra/Chief Deputy Auditor 
Print Name/Title Signature

FOR BUDGET OFFICE USE ONLY		
Commissioners Court Ratification Date:	<u>09.28.20</u>	Agenda Item :
Date Entered by Budget Office:	<u>09.16.20 at 3:29 PM</u>	<u>Pending</u>
BA#:	<u>BA 2020-00045170</u>	Initials: <u>EO</u>