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 : Engineering **Date of Request:** 09/09/2020

Request Type (check one):

☐ **Departmental Budget Amendment** ☑ **Emergency Budget Amendment**

Transfer From:

Account Number	Account Name	Amount
3720-7230-001-470000	Capital Outlay	$14,950.00
	TOTAL	$14,950.00

Transfer To:

Account Number	Account Name	Amount
3720-7230-703-432001	Professional Services	$14,950.00
	TOTAL	$14,950.00

Justification for Request:

Transfer is to pay for Purchase Order 2020-00005617 Terracon Consultants, Inc.- to be ratified in next Commissioner Court - September 28, 2020

Approved by Department Signing Authority:

Luis Perez Garcia, County Engineer

Print Name/Title *Signature*

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda Item : _____

Initials: _____

August 2020