

**From:** [Leticia Espinoza](#)  
**To:** [Elizabeth M. Ortiz](#)  
**Cc:** [Cesar A. Guerra](#); [Martha H. Palacios](#); [Guillermo B. Cuellar](#); [Rafael Perez](#)  
**Subject:** Ministerial Budget Request  
**Date:** Wednesday, September 9, 2020 1:45:42 PM

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Hi Betty,

As per our conversation, in reference to Terracon Consultants, Inc. purchase order #2020-5617 in the amount of \$14,950.00.

The correct account for this purchase order is 3720-7230-703-432001 Professional Services.  
(Wormser Road)

Since there is no monies available in this account, requesting a Ministerial Budget to increase the budget by \$14,950.00 and decrease budget from 3720-7230-001-470000 Capital Outlay (Espejo Gates).

The Department will ratify on next CC Agenda.

If you need additional information, please call or email.

Regards,  
Be Safe...

Leticia Espinosa  
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