



# 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 : Sheriff's Office

Date of Request: 09/29/2020

### Request Type (check one):

Departmental Budget Amendment

Emergency Budget Amendment

### Transfer From:

Account Number	Account Name	Amount
Repair Maint Build	1001-3010-001-443000-020	\$2,027.47
<b>TOTAL</b>		<b>\$2,027.47</b>

### Transfer To:

Account Number	Account Name	Amount
Repair Maint Equipment	1001-4070-001-443000-035	\$1,777.47
Canine Expenditures	1001-3010-001-461006	\$250.00
<b>TOTAL</b>		<b>\$2,027.47</b>

### Justification for Request:

Invoices are pending to be paid for both accounts  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Approved by Department Signing Authority:

\_\_\_\_\_  
Print Name/Title

*M. Cu Dazett*  
Signature

### FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____	Agenda Item : _____
Date Entered by Budget Office: _____	Initials: _____
BA#: _____	