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 : Webb County District Attorney **Date of Request:** 11/02/2020

Request Type (check one):

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

Transfer From:

Account Number	Account Name	Amount
2161-259700	Fund Balance	$10,000.00
	TOTAL	$10,000.00

Transfer To:

Account Number	Account Name	Amount
2161-2260-001-443000-075	Repairs & Maintenance Vehicles	$10,000.00
	TOTAL	$10,000.00

Justification for Request:

Budget amendment needed to cover law enforcement expenditures
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Approved by Department Signing Authority:

David Sanchez, CFO
Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda Item : _____

Initials: _____

August 2020