



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 Date of Request: 10/07/2020

Request Type (check one):

Departmental Budget Amendment

Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
4100-9060-001-483003-260	Capital Lease Equip & Radios 44 Vehicles Lease	\$0.37
TOTAL		\$0.37

Transfer To:

Account Number	Account Name	Amount
4100-9070-001-483037-260	Lease Purchase Interest Equip & Radios 44 Vehicles Lease	\$0.37
TOTAL		\$0.37

Justification for Request:

Fund are needed to pay the annual invoice for a capital lease

Approved by Department Signing Authority:

Carlos Guerra
Print Name/Title

CEC
Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date:	<u>10/13/2020</u>	Agenda Item :	<u>Not Submitted</u>
Date Entered by Budget Office:	<u>10/08/2020 at 9:07 AM</u>	Initials:	<u>EO</u>
BA#:	<u>BA 2021-00000455</u>		