



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 OFFICE

Date of Request: 04/09/2021

Request Type (check one):



Departmental Budget Amendment



Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
1001-1260-001-461000	Materials & Supplies	\$1,650.00
TOTAL		\$1,650.00

Transfer To:

Account Number	Account Name	Amount
1001-1260-001-460105	Minor Tools & Apparatus	\$1,650.00
TOTAL		\$1,650.00

Justification for Request:

Purchase of technology items (Server with Operating System) for CCH engagement and capital asset software.

Approved by Department Signing Authority:

Carlos Guerra, Chief Deputy Auditor

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: 04.26.21

Agenda Item : Pending

Date Entered by Budget Office: 04.12.21

Initials: EO

BA#: BA 2021-00023225