



# 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 : Economic Development Date of Request: 04/07/2021

### Request Type (check one):

Departmental Budget Amendment

Emergency Budget Amendment

### Transfer From:

Account Number	Account Name	Amount
2528-6360-521-463801-025	Emergency Services ESCH Care Package Items	\$599.24
2528-6360-521-463801-015	Emergency Services ESCH Gift Cards Items	\$2.00
TOTAL		\$601.24

### Transfer To:

Account Number	Account Name	Amount
2528-6360-521-461000	Materials and Supplies	\$601.24
TOTAL		\$601.24

### Justification for Request:

Request for Ministerial/Emergency Budget transfer as per modified program.

### Approved by Department Signing Authority:

James E. Flores, Director

Print Name/Title

Signature

### FOR BUDGET OFFICE USE ONLY

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