



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 : _____

Date of Request: _____

Request Type (check one):

Departmental Budget Amendment

Emergency Budget Amendment

Transfer From:

| Account Number | Account Name | Amount |
|----------------|--------------|--------|
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| | | |
| | | |
| TOTAL | | |

Transfer To:

| Account Number | Account Name | Amount |
|----------------|--------------|--------|
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| | | |
| TOTAL | | |

Justification for Request:

Approved by Department Signing Authority:

| | |
|-------------------------|------------------|
| _____ | _____ |
| <i>Print Name/Title</i> | <i>Signature</i> |

FOR BUDGET OFFICE USE ONLY

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