



# 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 :** Adult Drug Court

**Date of Request:** 08/02/2021

**Request Type (check one):**

Departmental Budget Amendment

Emergency Budget Amendment

#### Transfer From:

Account Number	Account Name	Amount
2353-2040-003-459020	Other Expenses	\$1,500.00
<b>TOTAL</b>		<b>\$1,500.00</b>

#### Transfer To:

Account Number	Account Name	Amount
2353-2040-003-458000	Administrative Travel	\$1,500.00
<b>TOTAL</b>		<b>\$1,500.00</b>

**Justification for Request:**

Cover travel expenses for staff members traveling to Washington DC to attend the NADCP Conference from August 13-18, 2021.

**Approved by Department Signing Authority:**

Margarita Herrera-Garza  
Print Name/Title

  
Signature

**FOR BUDGET OFFICE USE ONLY**

Commissioners Court Ratification Date: 08.09.2021  
Date Entered by Budget Office: 08.03.21  
BA#: BA 2021-00039588

Agenda Item: Pending  
Initials: EO