



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
TOTAL		

Transfer To:		
Account Number	Account Name	Amount
TOTAL		

Justification for Request:
Unforeseen expenses due to the cancellation of flights by airlines because of inclement weather. Staff members were delayed one night. Therefore, they incurred additional lodging charges and meals.

Approved by Department Signing Authority:

_____ *Margarita H. Garza*
Print Name/Title Signature

FOR BUDGET OFFICE USE ONLY			
Commissioners Court Ratification Date:	09.13.2021	Agenda Item :	Pending
Date Entered by Budget Office:	08.25.2021	Initials:	EO
BA#:	BA 2021-00043137		
