INSTRUCTIONS:
ALL budget appropriation transfer and supplemental budget requests for grants and forfeitures require Auditor's Office pre-approval for court agenda. Please submit the signed form to the Auditor's Office for review along with copy of grant award, terms of award, proof of receipt of additional revenue and/or other backup to support this request for our review. Should pre-approval be granted, the Department will be notified and Auditor's Office will upload the signed form as part of the proposed agenda item. Agenda items will be between Auditor's Office sponsored by the Department requesting the budget amendment.

Requesting Department: DISTRICT ATTORNEY   **Date of Request:** 08/26/2021

Request Type (check one):

☐ Departmental Line Item Transfer
(Check if transfer within existing budget)

☑ Supplemental Budget
(Check if new unbudgeted revenue / expenditure)

Transfer From / Supplemental Revenue:

Account Number	Account Name	Amount
2160-259700	Fund Balance	$3,500.00
	TOTAL	$3,500.00

Transfer To / Supplemental Expenditure Accounts:

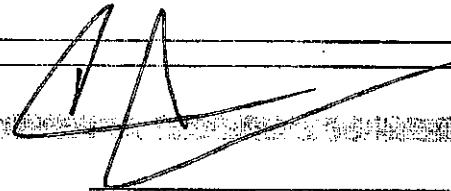| Account Number	Account Name	Amount
2160-2260-001-458000	Administrative Travel	$3,500.00
	TOTAL	$3,500.00

Justification for Request:
Funds needed to cover travel expenditures

Approved by Department Signing Authority:

David Sanchez

Print Name/Title   *Signature*

FOR AUDITOR'S USE ONLY

Recommended by County
Auditor's Office: _____   Date: _____

FOR BUDGET OFFICE USE ONLY

Commissioners Court Approval Date: _____   Agenda Item: _____

Date Entered by Budget Office: _____   Initials: _____