



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 : Sheriff's Office **Date of Request:** 09/02/2021

Request Type (check one):

Departmental Budget Amendment



Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
1001-3010-001-443000-035	Repair Maint Equipment	\$9,000.00
1001-4090-001-460028	Janitorial Supplies	\$1,500.00
TOTAL		\$10,500.00

Transfer To:

Account Number	Account Name	Amount
1001-4090-001-432063	Medical Services	\$10,500.00
TOTAL		\$10,500.00

Justification for Request:

Pending Payment for STAT invoices _____
 Pending Payment for STAT invoices _____
 Pending Payment for STAT invoices _____

Pending Payment for STAT invoices _____
 Pending Payment for STAT invoices _____

Approved by Department Signing Authority:

Scott Avant, Chief [Signature]
Print Name/Title Signature

FOR BUDGET OFFICE USE ONLY

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