



# 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: 09/07/2021

### Request Type (check one):

Departmental Budget Amendment

Emergency Budget Amendment

### Transfer From:

Account Number	Account Name	Amount
1001-4070-001-450001-030	Contract Services Jim Hogg	\$5,000.00
1001-4070-001-450001-020	Contract Services Zapata	\$5,110.00
TOTAL		\$10,000.00

### Transfer To:

Account Number	Account Name	Amount
1001-3010-001-432001-005	Professional Services Pre/Post Employee	\$10,000.00
TOTAL		\$10,000.00

### Justification for Request:

Pay Pending invoice for STAT COVID employee testing.

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### 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#: \_\_\_\_\_