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 : Auditor's Office **Date of Request:** 09/14/2021

Request Type (check one):

☑ Departmental Budget Amendment ☑ Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
1001-1260-001-464005	Books & Subscriptions	$1,872.00
1001-1260-001-464010	Dues & Memberships	$1,275.00
1001-1260-001-458000	Travel	$1,000.00
	TOTAL	$4,147.00

Transfer To:

Account Number	Account Name	Amount
1001-1100-001-443000-260	Repairs & Maintenance - Administration	$4,147.00
	TOTAL	$4,147.00

Justification for Request:

County Employee security measures to remodel Auditor's Office entrance. Buy materials needed by Building Maintenance.

Approved by Department Signing Authority:

Carlos E. Guerra
Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____ Agenda Item : _____

Date Entered by Budget Office: _____ Initials: _____

BA#: _____

_____

August 2020