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: Elections **Date of Request:** 09/16/2021

Request Type (check one):

☑ **Departmental Budget Amendment** ☑ **Emergency Budget Amendment**

Transfer From:

Account Number	Account Name	Amount
1001-1110-001-456005	Postage & Courier Service	$10,000.00
	TOTAL	$10,000.00

Transfer To:

Account Number	Account Name	Amount
1001-1110-001-461000	Materials & Supplies	$10,000.00
	TOTAL	$10,000.00

Justification for Request:

Insufficient funding in materials & supplies for pending purchase

Approved by Department Signing Authority:

Jose Tellez/Elections Administrator
Print Name/Title

Jose Salvador Tellez
Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: 09/27/21
Date Entered by Budget Office: 09/16/21
BA#:

Agenda Item:
Initials: RM

August 2020