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:** 09/08/2021

Request Type (check one):

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

Transfer From:

Account Number	Account Name	Amount
1001-1110-001-443000-035	Repairs & Maintenance Equipment	$900.00
	TOTAL	$900.00

Transfer To:

Account Number	Account Name	Amount
1001-1110-001-443000-075	Repairs & Maintenance Vehicles	$900.00
	TOTAL	$900.00

Justification for Request:

Monies have been exhausted for current fiscal year and there is an outstanding invoice.

Approved by Department Signing Authority:

Jose Tellez/Elections Administrator

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: 09/26/2021

Date Entered by Budget Office: 09/09/2021

BA#: 2021-00044996

Agenda Item :

Initials: RM

August 2020