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:** 05/16/2022

Request Type (check one):

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

Transfer From:

Account Number	Account Name	Amount
1001-3010-001-444500	Equipment Rental	$10,000.00
	TOTAL	$10,000.00

Transfer To:

Account Number	Account Name	Amount
1001-4070-001-443000-020	Repair Maintenance Building	$10,000.00
	TOTAL	$10,000.00

Justification for Request:

Troubleshoot Jail Generator and Repair heater in Generator. Not enough Funds

Approved by Department Signing Authority:

Sheriff Martin Cuellar

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date:

Date Entered by Budget Office: 05.16.22

BA#: BA 2022-00027434

Agenda Item :

Initials: EO

August 2020