

## WEBB COUNTY REQUEST FOR BUDGET APPROPRIATION TRANSFER OR SUPPLEMENTAL BUDGET

## INSTRUCTIONS:

ALL budget appropriation transfer and supplemental budget requests for grants and forfeitures require Auditor's Office preapproval for court agenda. Please submit the signed form to the Auditor's Office for review along with copy of grant award, terms of award, proof of receipt of additional revenue and/or other backup to support this request for our review. Should pre-approval be granted, the Department will be notified and Auditor's Office will upload the signed form as part of the proposed agenda item. Agenda items will be between Auditor's Office sponsored by the Department requesting the budget amendment.

Transfer To / Supplemental Expenditure Accounts:  Account Number Account Number Repairs ans Maintenance Vehicles \$2,500.00  521-443000-075 Repairs ans Maintenance Vehicles \$2,500.00  TOTAL \$2,500.00  Justification for Request: Vehicle Maitenance fund balance is insufficient to meet the SHC vehicle fuel and maintenance needs through the end of the current Fiscal Year.  Approved by Department Signing Authority: James Flores, CAA Director  Print Name/Title  FOR AUDITOR'S USE ONLY Auditor's Office:  FOR BUDGET OFFICE USE ONLY Agenda Item:	Requesting Department:	Self-Help Center	Date of Request: 06/17/2022	2
Transfer From / Supplemental Revenue:  Account Name Amount 2021-6360-521-441205-020 Utilities Nutrition Center \$2,500.00  TOTAL \$2,500.00  TOTAL \$2,500.00  TOTAL \$2,500.00  Transfer To / Supplemental Expenditure Accounts:  Account Number Account Name Amount 2021-6360-443000=075 Repairs ans Maintenance Vehicles \$2,500.00  \$521-443000=075  TOTAL \$2,500.00  Justification for Request: Vehicle Mailenance Fund balance is insufficient to meet the SHC vehicle fuel and maintenance needs through the end of the current Fiscal Year.  Approved by Department Signing Authority: James Flores, CAA Director  **Front Name/Title**  FOR AUDITOR'S USE ONLY Agenda Item:  FOR BUDGET OFFICE USE ONLY Agenda Item:  **TOTAL \$2,500.00  **Account Name **TOTAL \$2,500.00  **TOTAL \$2,500.00  **TOTAL \$2,500.00  **TOTAL \$2,500.00  **TOTAL \$2,500.00  **TOTAL \$2,500.00  **Justification for Request: Vehicle Mailenance needs through the end of the current Fiscal Year.  **Approved by Department Signing Authority: James Flores, CAA Director  **Front Name/Title**  **FOR AUDITOR'S USE ONLY Agenda Item:  **FOR BUDGET OFFICE USE ONLY Agenda Item:  **TOTAL \$2,500.00  **TOTAL \$2,50	Departmental Line It			penditure)
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