



**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 pre-approval 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.

Requesting Department : Sheriff's Office

Date of Request: 07/19/2022

Request Type (check one):



Departmental Line Item Transfer
(Check if transfer within existing budget)



Supplemental Budget
(Check if new unbudgeted revenue / expenditure)

Transfer From / Supplemental Revenue:

| Account Number | Account Name | Amount |
|----------------------|---------------------------|----------------|
| 2746-3010-001-460105 | Minor Tools and Apparatus | \$22.67 |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | \$22.67 |

Transfer To / Supplemental Expenditure Accounts:

| Account Number | Account Name | Amount |
|----------------------|-----------------|----------------|
| 2746-3010-001-460000 | Office Supplies | \$22.67 |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | \$22.67 |

Justification for Request:

A no-cost adjustment was needed to expend all grant funds for the SWAT Team Grant. This adjustment moves \$22.67 remaining in minor tools to office supplies so that these office supplies for SWAT can be utilized.

Approved by Department Signing Authority:

Webb Co. Sheriff Martin Cuellar

Print Name/Title

M. Cuellar Sheriff
Signature

| | |
|--|----------------------|
| FOR AUDITOR'S USE ONLY | |
| Recommended by County Auditor's Office: <u>Patricia Espinosa</u> | Date: <u>7/25/22</u> |

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|--|--------------------|
| FOR BUDGET OFFICE USE ONLY | |
| Commissioners Court Approval Date: _____ | Agenda Item: _____ |
| Date Entered by Budget Office: _____ | Initials: _____ |