



# 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: 08/30/2022

### Request Type (check one):

Departmental Budget Amendment

Emergency Budget Amendment

### Transfer From:

Account Number	Account Name	Amount
1001-3070-001-456305	Uniforms	\$660.00
TOTAL		\$660.00

### Transfer To:

Account Number	Account Name	Amount
1001-4070-001-441505	Trash Pickup	\$500.00
1001-3190-001-460105	Minor Tools	\$160.00
TOTAL		\$660.00

### Justification for Request:

Extra Trash Pickups are needed at the jail. Auditors is requesting a budget amendment for a water dispenser located at the Justice Center.

### Approved by Department Signing Authority:

Sheriff Martin Cuellar  
Print Name/Title

  
Signature

### FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: \_\_\_\_\_ Agenda Item : \_\_\_\_\_

Date Entered by Budget Office: \_\_\_\_\_ Initials: \_\_\_\_\_

BA#: \_\_\_\_\_