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:** 09/26/2022

Request Type (check one):

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

Transfer From:

Account Number	Account Name	Amount
1001-3010-001-443000-075	Repair Maintenance Vehicle	$300.00
	TOTAL	$300.00

Transfer To:

Account Number	Account Name	Amount
1001-4070-001-456005	Postage & Courier Service	$300.00
	TOTAL	$300.00

Justification for Request:

Funds will be used to pay pending UPS invoices.

Approved by Department Signing Authority:

Sheriff Martin Cuellar
Print Name/Title

M. Cuellar
Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____ Agenda Item : _____

Date Entered by Budget Office: _____ Initials: _____

BA#: _____

_____

August 2020