



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 : Community Action Agency

Date of Request: 03/01/2023

Request Type (check one):

Departmental Budget Amendment

Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2362-5360-521-463802	HOUSEHOLD CRISIS	\$18,000.00
TOTAL		\$18,000.00

Transfer To:

Account Number	Account Name	Amount
2362-5360-521-463804	UTILITY ASSISTANCE	\$18,000.00
TOTAL		\$18,000.00

Justification for Request:

Additional funds are needed to continue the Light Assistance for the month of February.

Approved by Department Signing Authority:

James E. Flores, Director
Print Name/Title

James E. Flores
Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____
Date Entered by Budget Office: _____
BA#: _____

Agenda Item: _____
Initials: _____