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 : Medical Examiners **Date of Request:** 06/05/2023

Request Type (check one):

☑ Departmental Budget Amendment ☐ Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
1001-1130-001-431007-010	Operational Reserve	$2,000.00
1001-3100-001-462605	Fuel & Lubricants	$2,800.00
	TOTAL	$4,800.00

Transfer To:

Account Number	Account Name	Amount
1001-3100-001-443000-020	Repairs & Maint.- Buildings	$4,800.00
	TOTAL	$4,800.00

Justification for Request:

replacement of cooler floor is necessary for department. Insufficient funds in line item require a budget amendment to process requisition.

Approved by Department Signing Authority:

Leroy R. Medford

Print Name/Title *Signature*

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: 06/12/2023

Date Entered by Budget Office: 06/05/2023

BA#: 2023-00028912

Agenda Item :

Initials: RM

August 2020